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ABSTRACT

This publication is a collection of library documents related to professional development which were received in response to a personnel policy survey of members of the Association of Research Libraries (ARL) in the spring of 1982. A concise summary of issues related to professional development in ARL libraries precedes the main body of the kit where 29 documents are presented. The documents are divided into four sections: (1) comprehensive library professional development policies from Brigham Young University, Harvard University, and University of Connecticut; (2) library personnel research and study policies from University of Virginia, University of New Mexico, Iowa State University, University of British Columbia, Ohio State University, McGill University, Emory University, Indiana University, and New York University; (3) library policies on consulting and outside employment from Dartmouth College, Yale University, University of Kansas, and McGill University; and (4) library travel policies from University of Kansas, University of North Carolina-Chapel Hill, Ohio State University, University of Cincinnati, Rutgers University, Yale University, University of California-Riverside, Texas A & M University, University of Colorado, University of Toronto, McGill University, Wayne State University, and University of Miami. An evaluation sheet for this ARL Systems and Procedures Exchange Center (SPEC) kit is provided. (ESR)

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Professional Development in ARL Libraries

Kit 86

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Systems and Procedures Exchange Center

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PROFESSIONAL DEVELOPMENT IN ARL LIBRARIES

Although participation in professional development activities continues to depend heavily on individual initiative, current evidence indicates that libraries and their parent institutions are assuming greater responsibility for planning, encouraging and facilitating programs. Organizational and operational changes, as well as the growing pressure to improve productivity, are primarily responsible for libraries' increased interest in extending staff knowledge and skills.

Previous SPEC kits on Internships (Kit #79, November-December, 1981), Fringe Benefits (Kit #50, January, 1979), and Staff Development (Kit #75, June, 1981) relate to aspects of professional development. This Kit updates Kit #51 (February, 1979), now out of print. It includes ARL member documents submitted in response to a Spring 1982 personnel policy survey. Most documents do not distinguish professional development from related activities such as continuing education, training, and staff development programs. Continuing education usually is defined as supplementary work that may or may not contribute to an individual's responsibilities and advancement. Training programs generally are part of development efforts that apply to all staff. and are designed to enhance job performance or introduce new skills. In contrast, professional development emphasizes the personal and professional growth of a librarian in ways designed to benefit the individual, the library, and the profession.

Whether a library is able to establish a comprehensive professional development program depends greatly on available resources. Most institutions take advantage of university programs, training events offered by outside agencies, internships, library association programs, and other external resources. Collaborative efforts with nearby libraries or library schools also are a major source of programs. It seems clear that more energy and imagination need to be directed toward constructing more diversified professional development activities.

ADMINISTRATION. Library directors, personnel officers and senior administrators play a major role in making professional development opportunities available and deciding on eligibility. However, many libraries also have established committees to help allocate funds, evaluate proposed research projects, and assure equity in the distribution of resources. Some libraries have established annual or semester timetables for reviewing proposals and making awards, and most have set application procedures. Primary considerations in making these decisions are the need to encourage all librarians to participate while assuring continuity in library operations and the need to divide existing resources most advantageously. Other considerations include the value of proposed activities for the individual and the library, applicants' past record of accomplishments, the frequency and type of previous individual awards, and any special circumstances involved.

The most comprehensive professional development programs begin with individual planning as part of goal setting and performance review,taking into consideration the individual librarian's expectations for future responsibilities, as well as the library's requirements for furthering departmental and divisional goals. Appropriate developmental activities then can be planned and carried out as a joint endeavor. A key question is how a program of this kind can effectively relate individual and library aspirations. Personnel and management specialists believe such programs provide an outlet for talented staff--that is, a means of enhancing their professional interests and abilities while maintaining a commitment to the library and to a

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particular position. If that is true, and most evidence indicates it is, library administrators will want to consider how to get more staff members interested in their own development activities, how to apply professional development gains to improving the library, how to use limited funds to encourage development, and how to identify and develop useful programs.

RESEARCH, STUDY AND CONSULTING. Recent trends that have influenced the establishment of more extensive professional development programs are the increasingly explicit standards for career advancement and salary increases, and efforts to define librarians' status and responsibilities as distinct from, or similar to, that of other professionals. In universities where librarians hold faculty rank and status, eligibility for leaves and support for research is essential for promotion and tenure. Where librarians have a separate status and ranking system, documents relating to promotions and salary increases frequently include statements on the desirability of professional development and the value of research and study.

Consulting and outside employment have become somewhat more frequent among academic librarians during recent years, in part due to the development of the OMS Consultant Training Program and similar educational efforts. Most institutions regard such activities as useful in terms of individual development and professional experience, and many have established guidelines to govern consulting. The amount of time spent away from the library, the frequency and extent of communication to the library administration about outside projects, and use of institutional facilities and resources for outside projects are most often the topics of concern.

TRAVEL. Because travel requests are generally numerous and funds limited, nearly all libraries have established criteria for allocating support. In some institutions advisory committees have established the criteria and make recommendations on disbursing funds. A few libraries divide available funding on a per capita basis, with any surplus reverting to a general fund for reallocation. Priority lists and support levels for funded travel generally place administrative travel on library business at the top. There are considerable differences, however, in assigning other priorities. Some libraries provide fuller funding for participation in national organization meetings than for local events; others consider workshops and training events to be most worthy of assistance. Individuals who are presenting papers, serving on committees or assuming program direction are most likely to have expenses partially or fully paid.

ISSUES AND TRENDS. Financial constraints, as might be expected, have limited the level and type of support that libraries are able to offer staff for individual development. With staff attrition, the inability to fill position vacancies has limited time available for outside activities, and the extent to which library operations suffer during staff absences has become a more important consideration. Nevertheless, there is growing recognition by senior executives that such development is vital to improve library performance. The requirements of new technology and more complex functions call for more, not less, investment in the development of personnel, especially professional staff.

Libraries are finding ways to provide developmental opportunities that are affordable. In-house programs and local and regional cooperation are increasing, and these efforts are supplemented by events sponsored by local and state library associations and American Library Association divisions' programs. Staff in many libraries benefit from self-studies with consultant assistance. Major increases in OMS training event attendance and requests for additional institutes and workshops show that libraries and associations are becoming aware of the advantages of cooperatively sponsoring such events.

As opportunities for outside activities proliferate and as librarians become more professionally active, it is probable that more rigorous evaluations of professional development programs will take place. The extent to which technical training should replace the more traditional research and study opportunities is one question that should be considered very carefully as library technology changes and the demand for more highly trained librarians increases. Regardless of focus, however, the key to a successful program will continue to be the selection of development priorities within the context of a library's specific needs and strategies.

SPEC Kit #86 (July-August 1982, 105 pages) contains four comprehensive professional development policies, nine research and study policies, four consulting statements, and 13 examples of travel policies. Kits are available by subscription from SPEC, OMS/ARL, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036. Individual kits may be purchased -- prepaid only -- for $15.00 (U.S.) with a check payable to "ARL Office of Management Studies." Library members of ARL receive kits for $7.50.

USES OF SPEC KITS

The Systems and Procedures Exchange Center (SPEC) is a clearinghouse operated by the Association of Research Libraries, Office of Management Studies that provides a central source of timely information and materials on the management and operations of large academic and research libraries. It facilitates the exchange of knowledge and documents through SPEC Kits, which are distributed ten times each year to ARL members and other interested libraries. The Kits include topically-arranged groupings of unedited primary source documents – selected for their value to administrators and decision-makers – that illustrate a wide range of alternative approaches to specfic issues.

Kit documents come from general membership surveys and from selected libraries contacted directly by SPEC, and most Kits are produced within six months of surveys. The documents' value comes from their variety of ideas methods, and solutions. They are not viewed as finished products, but rather as points of departure for a library's planning efforts and as stimulants to innovative approaches to problem-solving. As such, Kits do not present answers or prescriptions for any one library; instead they illustrate how selected ARL members are planning for or dealing with particular issues. The worth of any one Kit to a particular library will depend upon the specific topic covered and the library's stage of development in that area.

Materials are selected according to the following criteria:

- Presents an approach of potential value to administrators and decision-makers
- Timely, and dealing directly with the topic under consideration
- Probability of application of ideas or thinking to other library situations
- Illustrative of actual practice, rather than theoretical
- Understandable, readable communication

All together, the materials should provide a range of alternative approaches that complement each other, provide variety, and stimulate comparison and contrast.

Libraries can take advantage of the Kit compilations in a number of ways. Administrators can evaluate the assumptions, methods, and results of other libraries' approaches; compare and contrast them; and use the learnings in their own situations. Library staff members can use the kits as professional development and current awareness tools. Committees and task forces can use them to begin a review of current practices. And the Kits can identify other persons or places to contact for further information. Back-up files in the SPEC office also are available for loan to member libraries. In addition, SPEC will conduct on-demand surveys or analyses geared specifically for a single library.

EVALUATION

Kit Title/Number _____

1. Which uses did the library make of this Kit?

2. Please indicate how useful the Kit was for these purposes.

☐ Very Useful ☐ Quite Useful ☐ Somewhat Useful ☐ Not Useful

3. Do you have suggestions for this Kit or for future Kits?

(optional)

NAME _____

LIBRARY _____

PHONE _____

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PROFESSIONAL DEVELOPMENT IN ARL LIBRARIES

Kit 86
July-August, 1982

TABLE OF CONTENTS

Page

COMPREHENSIVE PROFESSIONAL DEVELOPMENT POLICIES

Policy Statement and Guidelines for Faculty Professional Development in the Harold B. Lee Library Brigham Young University Library 1

Professional Development. Chapter IV, Harvard University Library Handbook for Librarians 9

Professional Development from the Manager's Handbook University of Connecticut Library (Reprinted from SPEC Kit #75, June, 1981) 12

RESEARCH AND STUDY

Policy on Library Faculty Research, University of Virginia Library 18

Policy for Professional Leave for Creative Works, Research and Publication, University of New Mexico General Library 23

Library Faculty Improvement Leave Guide, Iowa State University Library 26

Leave of Absence for Professional Librarians, University of British Columbia Library 29

Faculty Professional Leave Program, Guidelines for Assigned and Unassigned Time and for Assigned Research Duty, Ohio State University Libraries 32

Regulations of the Study/Professional Development, Leave Policy, McGill University Libraries 38

Selected Policies and Procedures for Developmental Leave Emory University-General Libraries 43

Indiana University Librarians' Sabbatical, Leave Program Guidelines, Indiana University Libraries 50

Policy on Sabbatical Leave for Doctoral Dissertation Research New York University Libraries 54

CONSULTING AND OUTSIDE EMPLOYMENT

Outside Consulting, Dartmouth College Library 56

Consulting Service, Outside Employment, Yale University Library 57

Consulting and Outside Work, University of Kansas Libraries 59

Consulting by Librarians, McGill University Libraries 60

TRAVEL

Travel and Travel Reimbursement, University of Kansas Libraries 61

Priority of Criteria for the Administration of Travel Funds
University of North Carolina, Chapel Hill 64

Guidelines for the Allocation of Faculty Development Funds
Ohio State University Libraries 65

Application for Funded Travel: Policy and Procedures
University of Cincinnati Library 67

Rutgers University Libraries, Travel Policy 1981/1982 72

Professional Travel, Yale University Library 79

Travel Guidelines and Procedures, University of California
Library, Riverside 83

General Guidelines for Travel Fund Allotments
Texas A & M University Library 89

Procedures and Policies: Travel, University of Colorado Libraries 93

Staff Development Funding for Conferences, Etc.
University of Toronto Library 95

Travel Funds, McGill University Libraries 98

Personnel Policy and Procedures: Released Time and Use
of Travel Funds, Wayne State University Library 101

Richter Library Professional Travel Policy Guidelines
University of Miami Library 103

COMPREHENSIVE PROFESSIONAL DEVELOPMENT POLICIES

September, 1981

BRIGHAM YOUNG UNIVERSITY

POLICY STATEMENT AND GUIDELINES FOR FACULTY PROFESSIONAL DEVELOPMENT IN THE HAROLD B. LEE LIBRARY

Objective

The objective of the Harold B. Lee Library in establishing this policy statement on professional development is to promote, stimulate and coordinate the professional competence and effectiveness of the library faculty in meeting the constantly increasing demands for discovering, preserving, and transmitting information and knowledge. This policy statement supplements University Handbook Section I, Number 11.4 and Section II, Number 13.415.

Philosophy

The guiding philosophy of the library and University administrations is that activities which foster the professional development of the individual faculty member represent an essential and legitimate use of the faculty time.

Program

Professional Development for library faculty will consist primarily of programs and projects which enhance the contribution of that faculty to the Harold B. Lee Library. Secondarily, it will include programs and projects which enhance general librarianship and/or scholarship in general. These developments will include the following:

1. Research and publication
2. Creation of tools for bibliographic control and use
3. Editing and review
4. Teaching
5. Travel to and participation in conferences, workshops, seminars, exchange programs, and professional organizations
6. Course work or approved independent study programs

Administration

Professional development will be administered at the library divisional level for programs requiring up to 20 percent of the faculty member's regular weekly work schedule or for projects requiring extended leave up to ten consecutive days. Programs requiring funding or time in excess of that approved at the divisional level will be administered by the Library Professional Development Committee, Library Director and University Professional Development Committee.

Responsibilities for Implementation

I. Individual Responsibility

Each faculty member has the responsibility to design and implement an ongoing program for professional development. This program should include short-term and long-term involvement to avoid obsolescence, overcome deficiencies, broaden scope, increase creativity, and become more proficient.

Faculty members will be responsible for presenting their professional development programs to their division heads for approval. This will be done at least semi-annually during planning and evaluation interviews, but more often if necessary.

Faculty members will be responsible for reporting on the progress of their professional development projects. Reports will be made in writing to appropriate division heads and to the Professional Development Committee for projects approved by that committee.

II. Responsibility of Department Chairmen and Division Heads

Department chairmen and division heads should provide leadership through personal professional development. They are also responsible for encouraging and stimulating professional development among the faculty.

Department chairmen and division heads will jointly review professional development proposals of faculty under their supervision. Proposals which do not represent legitimate professional development activity will not be approved.

Division heads will evaluate the results of approved projects semi-annually during planning and evaluation interviews. These evaluations will be taken into consideration in determining salary increases and eligibility for rank advancement.

Proposals which require support from the Library Professional Development Committee will also be reviewed by the appropriate division heads. Division heads will then communicate in writing to the Professional Development Committee their recommendations for approval or rejection of proposals.

III. Responsibility of Library Administration

The administration will provide a Professional Development Committee to promote and administer the library's professional development program. This committee will report to the Director of Libraries. The membership of the committee will be made up of the Assistant Director for Budget and Administrative Services and one representative from each library division. Divisional representatives will be appointed by the Director of Libraries, in consultaton with Division heads, for a three year rotating term. Representatives will be selected from among those faculty members who have demonstrated an active interest in professional devlopment. The permanent chairman of the committee will be the Assistant Director for Budget and Administrative Services.

The Director of Libraries will be responsible for directing and reviewing the activities of the Library Professional Development Committee. The Director will receive and evaluate the committee's recommendations for approval or rejection of professional development requests. The Director will communicate back to the committee his final approval or rejection of those proposals which do not require extended leave. Requests for extended leave will be forwarded to the University Professional Devlopment Committee, who will communicate their decisions to the Library Professional Development Committee.

The library administration will provide budgetary support, within University guidelines and as directed by the Library and University Professional Development Committees, for all approved programs. Adequate funding for professional development will be sought from the University by the library administration.

IV. Responsibility of the Library Professional Development Committee

The Library Professional Development Committee, under the direction of the library administration is responsible for:

A. Stimulating professional development activity.

B. Reviewing and recommending appoval or rejection of professional development requests.

C. Communicating decisions on professional development requests to applicants.

D. Evaluating progress of approved projects.

Stimulating Professional Development Activity

The committee will encourage, inform, and train the library faculty regarding professional development responsibilities, opportunities, and

benefits. Reports will be made to the faculty concerning funding availability, application deadlines, and approval of projects. Special workshops, seminars and other professional development activities will be sponsored by the committee for the general benefit of the faculty.

Reviewing Professional Development Requests

The committee will review professional development requests and recommend approval or rejection of these requests to the Library Director and University Professional Development Committee.

A. Professional Development Program Priorities

The following priorities will be taken into consideration in evaluating proposals and may be used to decide among competing proposals in cases where limited funding will not permit approval of all legitimate requests.

1. Scholarly or creative work related to the librarian's assignment leading to publication or other exposure to an appropriate critical audience.
2. Scholarly or creative work not directly related to the librarian's assignment leading to publication or other exposure to an appropriate critical audience.
3. Advanced education, including sixth year programs, degree or non-degree seeking programs and foreign language education which will enhance the librarian's ability to perform his assigned functions.
4. Exchange programs requiring more than ten consecutive days leave.
5. Travel to workshops and institutes where the program has direct application to the librarian's assignment and requires more than five consecutive days leave.
6. Other

B. Other Relevant Factors

1. Whether or not the applicant has used Professional Development funds in recent years. Preference will be given to those who have not.
2. Relationship of the applicant's proposal to the applicant's assignment.
3. Willingness of the applicant to share in the expenses or time.
4. The number who apply.
5. How effectively previously allocated funds have been used by the applicant.

Communicating Decisions on Professional Development Requests

The committee will be responsible for communicating in writing to applicants the decisions of the Library Professional Development Commitee, Library Director, and University Professional Development Committee.

Evaluating Projects

The progress of approved projects will be evaluated by the committee at least semi-annually. The committee will report its evaluations to the appropriate division heads and the Director of Libraries. These evaluations will be used by division heads during faculty planning and evalution interviews.

Timetable for Submission, Review, Approval and Evaluation of Professional Development Proposals

September 15 -	Proposals to be approved at the divisional level submitted to department chairmen and division heads.
	Proposals requiring funding or extended leave submitted to department chairmen and division heads for review. Requests for extended leave or significant funding must be submitted one year in advance.
October 1 -	Division heads forward proposals requiring funding or extended leave to Library Professional Development Committee with recommendations for approval or rejection.
October 15 -	Library Professional Development Committee forwards proposals and recommendations for approval or rejection to Library Director. Library Professional Development Committee communicates to division heads and applicants committee recommendations.
November 1 -	Library Director notifies Professional Development Committee of approval or rejection of proposals. Library Director forwards to University Professional Development Committee requests for extended leave along with his recommendations for approval or rejection. Library Professional Development Committee notifies applicants of the status of their requests.
February -	Division heads and Library Professional Development Committee evaluate progress of approved professional development projects.
March - May -	Library Director receives decisions of University Professional Development Committee and communicates decisions to Library Professional Development Committee. Library Professional Development Committee communicates decisions to applicants.
August - September -	Division heads and Library Professional Development Committee evaluate progress of approved professional development projects.

PROFESSIONAL DEVELOPMENT PROPOSALS
The following information should be included:

I. Name:

II. Position:

III. Length of Employment at BYU:

IV. University Supported Leaves:

V. Description of Project Proposal:

A. Background information.
B. Definition of the project.
C. Significance of what will be accomplished.

VI. Research Plan:

A. Dates the project will begin and end.
B. Tasks or phases involved in the project and time period required to complete each.
C. Procedures used to accomplish the project.
D. Amount of professional or student time to be used.

VII. The Objective: The end product in the form of publication, improved service for the library, increased professionalism, and etc.

VIII. Resources:

A. Personnel.
B. Physical facilities and equipment.

IX. Budget: The exact amount required.

A. Personnel Costs
B. Equipment.
C. Supplies.
D. Travel and living expenses.
E. Computer time.
F. Publication expenses.
G. Other.

X. References:

A. Letters of Support.
B. Supervisor's recommendation.

XI. A signature blank for Professional Development Committee Chairman, Director of Libraries.

XII. A complete leave of absence application for the University if requesting an extended leave.

IV. PROFESSIONAL DEVELOPMENT

Each Harvard librarian is appointed to a specific position within the Library; the successful performance of the tasks of that position is the librarian's primary responsibility. However, the effectiveness of the individual librarian and the quality of the University Library are improved by continuing professional education, scholarly research and investigation, and participation in professional organizations. Thus, each Harvard librarian is expected to improve his or her capabilities through such means. As explained in Section II, these activities will be taken into account when the librarian is considered for promotion.

The Assistant University Librarian for Personnel is readily available to all librarians for counseling and answering questions on professional development (as well as other personnel programs).

A. Continuing Education

The Boston area offers a great variety of both formal and informal educational opportunities. A good source of information is *Educational Opportunities of Greater Boston*, published by the Educational Exchange of Greater Boston. (The latest edition is available at the Widener Reference Desk.)

In addition to formal courses, such as those described above under the Tuition Assistance Plan, librarians are encouraged to take advantage of short courses, workshops, seminars, etc. that update their knowledge or add new skills. These include such local offerings as sessions on supervisory skills conducted by the University Personnel Office, lectures and seminars sponsored by the Library Committee on Professional Development, and mini-courses offered outside the University. The professional associations (local, regional, or national) sponsor a variety of educational activities.

Normally, released time is provided librarians for continuing education activities that fall within the working day and contribute to the professional development of the individual.

Some Harvard libraries arrange for the internal circulation of professional journals to increase opportunities and to encourage staff to read these journals.

B. Conference and Meeting Attendance

Attendance at and participation in conferences and meetings of a professional nature are a normal activity of the staff of a large research library. Thus, it is the policy of the University Library to encourage and assist staff to attend conferences, meetings, workshops, seminars, and other programs of a professional nature, whether held within or outside the University and during or outside of the working day. However, attendance must be adapted to the individual's work responsibilities. Staff members should consult with their supervisors concerning such attendance. In addition, some libraries may require written application for an absence of more than one day or for financial assistance.

In addition to providing released time when appropriate, the library concerned also will give financial assistance to the staff member upon consideration of the following factors: availability of funds, frequency of the individual's requests, participation of the individual in the program to be attended, and applicability of the program to the professional growth of the individual and his or her responsibilities in the Library. As the amount of financial assistance and the type of meeting for which assistance is given vary among Harvard libraries, staff members should consult with their supervisors.

Uniform practices in regard to meeting attendance and financial support cannot be maintained from year to year and among all Harvard libraries due to differing rules among Faculties, uneven budget capabilities, and variable numbers of requests. All Harvard libraries, however, will entertain requests for assistance within the above policies and specific guidelines of individual libraries.

10

C. Promotions and Transfers

The ranking and appointment system, as described in Section II, is intended to contribute to the professional development of each librarian. Through regular evaluation the librarian is assisted in knowing the quality of his/her performance as a librarian. The review process may also be used to set goals and priorities and, later, to evaluate progress toward those goals. The promotion system provides both recognition and encouragement of growth and increased responsibilities. Properly and fully used by both individuals and administrators, the ranking and appointment system can contribute to the fuller development of the library staff.

In certain positions or under certain conditions, Harvard librarians cannot be promoted in their current positions. This is usually because the duties of some

positions are at a particular level and are not expandable; or it may be because the budget of the library will not accommodate continued salary growth. Also, some librarians, like many other persons, want or need different kinds of work while at the same time remaining within the Harvard Library. Moreover, the Library is strengthened by having librarians who have held positions in different units or different operations of the Library. Thus, the policy of the Library to encourage and assist transfers of personnel among the various units of departments contributes to professional development. Such a policy is facilitated by listing all vacancies in *HUL Notes* and the *Gazette* and by coordinating the appointment of librarians through the Assistant University Librarian for Personnel. Librarians are thus encouraged to consider applying for vacancies within the Library system.

It should be stated that every effort is made to consider fully and fairly present staff members for vacancies in which they express an interest. However, it is also Library policy to appoint the best qualified candidates available at the time.

D. Professional Leaves

It is the policy of the University Library to encourage and assist librarians in arranging leaves of absences that contribute to professional growth. Examples of such leaves are research, exchange of positions, graduate study, consulting, or teaching. Librarians contemplating such leaves should consider with their supervisors how their duties will be covered during the absences.

E. Other Professional Development Activities

In addition to the categories of professional development discussed above, other types of activities can be equally important and are encouraged.

The first that should be mentioned is research and investigation, usually resulting in publication. Research is one of the means by which librarians serve their libraries, the readers, and scholarship in general. In a few instances, research forms a regular part of the Harvard librarian's work responsibility. For other librarians, research is a voluntary activity that offers benefits to the Library and contributes to the individual's development. In any case, research is encouraged and supported to the maximum extent possible. The Library has two sources from which research grants are awarded annually and competitively — the Douglas W. Bryant Fellowship and the Librarians Research Fund. Librarians may be eligible for other research funds within the Univer-

sity, such as the William F. Milton Fund. Also, librarians are encouraged to apply for funds available from state and federal agencies as well as regional and national organizations.

Committee work in the Library, the University, and the professional associations is another means of career development. Task forces, *ad hoc* committees, work groups, search committees, and standing committees are a standard feature of the library community. It is the policy of the University Library to draw into committee work librarians from all levels and all parts of the Library.

Finally, the professional development of librarians can also be strengthened through service to the community. Such activities may be serving on a town library committee, lecturing in a library science school, assisting in a hospital or prison library, or helping tenants' groups. Of course, the chief reason for such participation is service and should be encouraged on that ground alone. However, the contribution to the professional growth of the individual is not to be overlooked. Thus, Harvard librarians should take the initiative in seeking such opportunities.

V. TEACHING AND CONSULTING

Policies on teaching and consulting activities of non-teaching officers such as librarians vary among the Harvard faculties. However, such activities are undertaken by a number of Harvard librarians, both within Harvard and at other institutions. Librarians should speak to their chief librarians if they have been asked to teach or engage in consulting.

UNIVERSITY OF CONNECTICUT

PROFESSIONAL DEVELOPMENT

Requesting Time

PHILOSOPHY

In order for professional library staff (University Librarians and University Library Assistants) to provide effective library service over time, it is essential that they engage in educational, developmental, and professional activities which will strengthen their knowledge and abilities. It should be recognized, however, that the responsibility for participation in such activities must be shared between the individual and the Library. In part, such activities are designed to contribute to the effectiveness of the individual's performance of his/her duties within the Library and the University community, and in part they are designed to contribute to the individual's personal and professional career growth and development. The policies and procedures that have been developed to support such professional and personal development activities reflect, to the extent possible, the nature of that shared responsibility.

It is often difficult to distinguish between categories of activities or to determine the extent to which an activity is of benefit primarily to the Library or primarily to the individual. In general, however, it is suggested that there are four broad categories.

1) The University Library recognizes its responsibility to develop and present for the staff an organized program which presents information and provides material designed to be of direct benefit to the staff in performance of assigned duties. Such programs are of primary importance and Library staff are expected to participate fully in appropriate programs, which will be supported entirely in terms of both time and budget by the Library.

2) There are a variety of external professional activities which have a direct relationship to the individual staff member's assignment and duties and in which the Library may expect, and often asks, the individual to participate as a part of his/her work assignment. In such cases, the Library will provide the time and will seek financial support. It must be recognized that funds may not always be available and in such situations the staff member will not be *required* to attend though his/her participation may still be encouraged if the person can meet the financial costs involved.

3) There are also a variety of external professional activities and programs which may be related to the individual staff member's professional development within the broad context of his/her present and prospective Library assignments, but which also are intended to contribute in a general way to the person's own professional career development in libraries. Such activities are clearly a shared responsibility between the individual and the Library in terms of both the necessary time and financial support.

4) Finally there are professional activities and programs that are essentially related to the individual staff member's personal development in terms of a long-term career context without any relationship to his/her present or prospective assignment within the Library. The responsibility for such activities clearly lies with the individual staff member.

Given the large number of programs and activities that are available, and the limited resources in terms of both time and funds available to the Library and the individual, it is important that selection of activities for participation be done with utmost care. Library staff, manager and administrators are responsible for the careful selection of activities that will contribute to the professional competence of the participant.

The guidelines and procedures which are outlined below attempt to delineate the general boundaries of activities that will warrant Library support in terms of release time. They should facilitate a shared understanding of appropriateness and an equitable application of the above philosophy.

POLICY

Activities warranting use of Library time should be job-related; they should represent the best or most appropriate way to gain specific expertise or to participate in the profession. To assure that this is achieved, careful thought and *planning* should be given to identifying activities in which to participate.

Job-relatedness. Participation in professional activities should be job-related, that is, commensurate with the needs of the Library, the scope of individual responsibilities, and the expectations of the library profession for performance. The definition of job-relatedness will obviously vary from person to person, depending on one's role in the Library. It is a matter of judgment by staff, managers and administrators. Common sense will dictate appropriateness of participation in specific activities. Written articulation of expected benefit to individual and to institution will accompany specific requests and will serve to define job-related in individual terms. The important factors in that definition are:

1) *The Library's "need to know"*, the need for the Library to have a staff member learn a particular skill, become knowledgeable in a subject area, emphasize particular expertise, or be represented in specific associations or meetings. An issue which may be pertinent in assessing the Library's need is the number of UCONN staff attending the same event, since one person can often convey to others what has been learned.

2) *The person's "need to know"*, relative to his or her position and scope of responsibilities in the Library.

3) *The profession's "need to know"*, or the ability of the person to make a contribution to the library profession.

The policy recognizes that the extent of one's external professional commitments will vary greatly over the course of a career. During some years, it is more important to concentrate on the "desk job" than in others. It also acknowledges that some individuals will have greater outside commitments than others. While the amout of time *per se* is not determinative, it should *not* be assumed that release time is always appropriate or possible. The worth of the activity, the benefits to individual and Library, and the impact on Library services of absence are always the operative factors.

The following questions are designed to provide a *framework* for decision making - to facilitate the individual's and the manager's review of specific content and/or participation in a proposed activity or program:

1. *Anticipated value to the Library of person's participation.*

2. *Relevance of the program or experience to the staff member's scope of responsibilities and role within the Library and/or library profession. How does it relate to the person's identified priorities for professional development?*

3. *Impact on departmental mission. What is likely to suffer because of outside commitments? Is there a balance between individual's external activities and internal contribution?*

4. *What is the experience other staff have had in attending activities offered by the association or organization, or person conducting the program? Are the program objectives and outcomes clearly stated?*

5. *Is it the best and most convenient way to gain the information or experience sought?*

6. *Relevance of the organization (e.g., ALA, ACRL, CLA, Special Libraries, etc.) to academic librarianship. Need for the Library to have some representation in a particular organization.*

7. *Extent of individual's participation in a meeting as an officer, speaker, committee member; membership in the organization. (Consideration of participation should not be to the disadvantage of new, less-involved staff.)*

8. *Frequency of the person's requests; staff member's length of service and previous attendance at professional meetings. Are more junior members of the staff being encouraged to participate?*

9. *Total number of Library staff members requesting to attend an event where the topic can be easily shared from one staff member to others.*

These questions are intended to provide a framework for decision-making; their answers cannot be assigned weights. It is recognized that often the most valuable benefits of professional participation to both the Library and the staff member are intangible. The informal discussions and contacts with the outside library world often prove to be the most useful components of professional involvement.

PROCESS

Planning: Department heads are encouraged to facilitate participation of staff members in professional and developmental activities, while ensuring adequate levels of staffing to accomplish objectives and to meet commitments and service demands. They are expected to assist staff in planning and to discuss with them the appropriateness of activities to identified development goals. The Library administration should facilitate a consistent interpretation of job-relatedness among department heads.

In order to provide direction to each person's development and a context for review of specific requests, areas of job respnsibility that will require further expertise over time should be identified in the performance goals and review process, and a *general developmental plan* outlined. It is not expected that specific activities will be reflected in the developmental plan but instead the plan should identify what the person desires to accomplish and possible ways to achieve stated goals (e.g., personal study, coursework, workshop, conference, etc.). Professional interests within which the person expects to make a contribution or gain further knowledge should be discussed between the manager and staff member as well. Major or long-term professional commitments which may have an impact on the person's responsibilities in the Library should be reviewed. It is understood that such professional commitments will need to be reviewed between Library managers and staff on an ongoing basis.

The Library manager and staff can then review together the known activities in which staff would like to participate in the next six months to a year, in order to evaluate the department's direction, to explore alternatives, to plan for staffing, and to assess the impact of projected commitments on library activities. Manager should inform the appropriate administrator of tentative plans of departmental staff. Any activity in which a number of people wish to participate should be discussed. Activities and general plans can also be discussed at the technical and public service meetings.

INDIVIDUAL

Fill out "Release Time Request" to attend a workshop, conference, association meeting, etc. which will involve being away from the Library during the normal work schedule. Two copies of the form should be prepared and submitted to the immediate manager. Requests should be submitted prior to making commitments and, if possible, at least four (4) weeks in advance of the date of the activity.

If a professional staff member is also requesting travel funds under the UCPEA contract (see, GUIDELINES FOR PROFESSIONAL DEVELOPMENT FUNDS), both request forms can be submitted together. For staff who have ongoing responsibilities and know in advance the specific times they will be attending meetings, one request can be submitted for the fiscal year.

DEPARTMENT HEAD

Reviews requests submitted by staff in the context of previous discussions regarding professional development and commitments. If request is approved it is forwarded to the appropriate Assistant University Librarian (or University Librarian as appropriate). If the department head has questions regarding the appropriateness or the timing of an activity, this should be discussed with the individual before denying the request. (Note: A denial of "release time" does not automatically indicate that support for UCPEA funds will also be withheld.)

ASSISTANT UNIVERSITY LIBRARIAN

The AUL (or University Librarian) reviews requests in order to be informed of professional activities and the number of staff planning to attend any one function. The AUL should discuss any questions regarding the appropriateness or the timing of an activity with the department head prior to final approval or disapproval.

Though it should be recognized that the final determination for selection and approval of professional activities that involve the use of either University time and/or funds is a managerial and administrative prerogative, in most situations it is the immediate supervisor who will be expected to determine the appropriateness of activities within the guidelines outlined by this policy.

If a request is approved, the AUL will return one copy to the individual and forward one copy to the Personnel Officer for the Library's central file.

PERSONNEL OFFICER

A central file of records on the use of release time for professional activities is maintained in order to evaluate the Library's contribution to professional development.

INDIVIDUAL

It is expected that participants in professional activities will report back to other Library staff on a regular basis about activities in which they have participated. This will allow for an evaluation of the effectiveness of a particular activity, program or organization or persons involved in a presentation.

Staff members will be encouraged to report on significant activities in which they have participated through such means as the Staff Forum, the Innocent Bystander and so forth. In some cases, staff may be asked to provide a brief written evaluation of the activity.

DEPARTMENT HEAD

A general assessment of what a staff member has gained through participation in professional and education activities as they relate to performance goals should be considered in the annual performance review.

The departmental Annual Report should also provide an evaluation of participation on a department-wide basis.

RESEARCH AND STUDY

UNIVERSITY OF VIRGINIA

November 22, 1978
Revised September 11, 1979
Revised May 26, 1981
Revised February 9, 1982

Policy on Library Faculty Research

I. Introduction

The policy on research by faculty members of the University of Virginia Library is predicated upon the understanding that research and scholarship are intrinsic to academic librarianship. Although the Board of Visitors leave policy for faculty librarians prohibits unlimited personal research during work hours, some kinds of research may be judged to be integral parts of a librarian's job. These paths of scholarship are supported by the University; and the following statement explains the procedures by which Library faculty members may be allocated research time at full pay or funding for research.

The part that research and publication may or may not play in the advancement of an individual faculty member is explained in the document entitled Review, Reappointment and Promotion.

Faculty of the Graduate Business, Health Sciences, and Law Libraries are not within the purview of this policy.

II. Committee on Library Research

A. Membership

1. The Committee on Library Research will consist of six members named by the University Librarian, five from the whole Library faculty and one from the Library administration. The Committee will elect a chairperson from the members.

2. In the first year (1978-1979) three members will be appointed for one-year terms and three members for two-year terms ending on May 15, 1979 or 1980 respectively. Thereafter, the Librarian each April will appoint three members for two-year terms. In this way each year half of the membership will ordinarily be in its first year and half in its second. The Librarian at his discretion may also reappoint any member to a succeeding term on the Committee; and he will make appointments when necessary to fill vacancies.

3. The membership should be chosen from as many as possible of the Library departments. Over a two-year period it would be expected that there would ordinarily be a member from each department and from the Administration. The membership should also exhibit approximately the same proportions as in the whole faculty of Instructors, Assistant Professors, and Associate Professors. (For 1978-1979 these proportions are approximately 2:3:1.)

B. Functions of Committee

1. The Committee will receive from Library faculty members proposals for research time at full pay or funding for research, or both. The Committee will judge these proposals and allot time or funds, according to the criteria outlined in section IV C below.

2. The Committee chairman will review the invoices and prepared reimbursement statements before payment is authorized.

3. After a faculty member has used the time or funds awarded by the Committee, he or she will submit a two- to three-page report to the Committee detailing the use of time or funds in relationship to the goals outlined in the original proposal.

4. The members of the Committee will also be available for counsel in formulating research proposals.

III. Proposals for Research Projects

A. Any Library faculty member (or several faculty jointly) may submit a request to the Committee for research time or funding. The request must be in writing and must include an outline of the research project proposed and of the time needed (if any time is requested), a detailed breakdown of estimated costs (if funding is required), and a statement indicating what the faculty member hopes to accomplish with the time or funds requested. A progress report must be a part of any request for the continuation of a grant. A copy of the request must be submitted simultaneously to the faculty member's department head.

B. Proposals will be considered for research projects in the field of librarianship or in a field in which a faculty member has had academic training or has documented expertise. Research projects to be submitted for academic credit will not normally be considered. Preference in awarding research time and funds will be given to projects which, in the Committee's view, are not part of the normal operations of a given department.

IV. Research Time and Funding

A. Research Time

1. The total research time allocated by the Committee in any year should not ordinarily exceed the equivalent of one month each for 15 per cent of the Library faculty--that is, in 1978-1979, a total of about nine months. In special cases, however, with the approval of the University Librarian, the Committee may exceed this guideline.

2. Any one faculty member would not ordinarily be awarded more than one month of research time with pay in a year. Again, in special cases this limit may be exceeded, with the approval of the University Librarian.

3. For lengthy projects expected to result in publication, faculty members may apply for up to three months of research time. Recommendations by the Committee on these proposals will be referred to the University Librarian for consideration and action. No more than two awards of three months each (or the equivalent, totalling six months) will ordinarily be made within the University Library in any one year, in addition to the other awards of one month each or less, as specified in paragraphs 1 and 2 above.

4. Time allocated may be taken in a lump or spread out over a period of weeks or months, as the needs of the research project dictate and as the ordinary work of the faculty member's department will permit. Records for research time taken will be kept in a manner similar to that of the departmental records on annual and sick leave.

5. Research time may be requested even when no funding is requested.

B. Research Funding

1. The Funding awarded to any faculty member should not ordinarily exceed by over 50 per cent the sum that each person allocated funds would receive if the total research fund were divided evenly among all of them. That is, if 10 faculty members were awarded funding, no one person would receive more than 15 per cent of the total. In special cases this limit can be exceeded, at the discretion of the Committee and usually in consultation with the University Librarian. Awards for per diem expenditures will be based on the current library travel guidelines.

2. Funding may be requested even when research time is not requested.

3. Funding may be approved for travel, photcopying, some supplies, and other research expenses allowable under State and University policies. Faculty members will be directly reimbursed for normal travel expenses such as airfare, lodging, meals, etc. Photocopying and similar expenses must be billed directly to the University of Virginia Library by the institution involved. Materials acquired under a research grant should normally be offered to the University of Virginia Library on completion, unless specifically prohibited by the original archive.

C. Criteria for Awarding Research Time or Funding

Although the Committee should consider each proposal on its own merits, and no judgment on one should be taken as a precedent for other similar proposals, the following guidelines may serve in general to establish precedence for asards of research time or funding.

1. Each member of the Committee will assign a rank of 1 (low) through 5 (high) to each proposal submitted. These ranks will depend upon

   a. the degree to which the objectives of the project may be met by the research processess proposed;

   b. Whether it is likely that the specific project proposed can be accomplished in the time or with the funding requested;

   c. the degree to which the project is consonant with the objectives of any larger undertaking of which it is a part;

   d. how well the objectives of the project are articulated.

2. From the higher-ranked proposals the Committee will attempt to ensure that awards are

   a. made both to those faculty who have already published or otherwise successfully carried out past research and to those who have not;

   b. distributed among the Library departments and Administration and among the faculty ranks.

3. In making awards, the Committee will also try to ensure from year to year that

   a. the same faculty members do not receive allocations in more than two successive years, unless there are few applications or other exceptional circumstances;

   b. those faculty who have other grants or funding should not have precedence over those without these opportunities.

V. Other Procedures of the Research Committee

A. According to an announced schedule, the Committee will receive research proposals from Library faculty.

B. The Committee will notify each faculty member and his or her department head whether research time or funding has been approved. In the case of a request for time, the Committee will consult with the department head to determine when the research time will not be deleterious to the ordinary work of the department. The Committee will then award the research time or funding. If the Committee rejects a proposal, a written explanation will be sent to the applicant.

C. In making awards of time or funds, the Committee will indicate a date by which each faculty member who receives an allocation must submit a report on his or her project after the completion of the research time or funding. In cases in which research time is carried out over a period of months, the Committee may request that an interim report be submitted before the completion of the time. The reports on research projects will be added to the faculty members' personal files in the General Office.

D. If a member of the Committee submits a proposal, the other five members of the Committee will judge the proposal.

E. The Committee will present an annual report to the Library faculty on its activities during the preceding year.

UNIVERSITY OF NEW MEXICO

GENERAL LIBRARY

POLICY FOR PROFESSIONAL LEAVE FOR CREATIVE WORKS, RESEARCH, AND PUBLICATION

The Library Administration grants research leave for valuable projects which are intended to enable faculty to fulfill their research, scholarship, publication and creative work requirements.

The application and review procedures will be carried out by the Research and Publication Committee as follows.

1. Application materials, including the text of this plan, will be sent to all faculty twice a year at six month intervals.

2. The Committee will accept applications from individuals desiring professional leave for creative work, research and publication, according to the following guidelines:

   A. All faculty will be eligible.

   B. A second or subsequent leave request may be made only if there is evidence that the prior leave was used constructively.

   C. Applications must be for smaller works which can be completed or submitted for publication within 6 months. Another 6 months may be necessary for the submission/review process, including redrafting to suit an editor or board, exhibiting a creative work, or the like.

3. Applications must contain:

   A. An outline of work, including the final objective desired, e.g., publication at the national level, a prize, etc.

   B. Request for a specific range of released time needed to bring the work to the completion/submission stage.

   C. Evidence of commitment to the work from the faculty member or an outside agency. Evidence may consist of a literature search, a preliminary draft, preparation of a data collection instrument, collected data, a grant, a letter of interest from a publisher, etc.

83
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D. A statement of intent to complete the work.

4. The deadline for submission of applications will be 1 month following the mailing of the call for applications.

5. The Committee will review the applications, using the following criteria:

   A. Potential value of the work to the individual and to the target audience.

   B. Likelihood of success for the work as measured by a positive review from outside the Library, or acceptance for publication, or a commendation, or the like.

   C. Likelihood of completion of the work within 6 months, including any personal time required of the faculty member.

   D. Appropriateness of the work for the time limit of one year.

6. The Committee will prepare a memo to the Dean in which:

   A. Each proposal is evaluated according to the above criteria.

   B. It recommends an amount of released time for each proposal, which may be taken in a block, or which may vary from 2 to 8 hours per week, for from 1 to 6 months, not to exceed 192 hours.

   C. Co-authored works will be allotted a maximum of 192 hours to be divided among those participating.

   D. All proposals are ranked according to their merit, and to their suitability for support.

7. The Dean reviews the proposals and the Committee's recommendations, and may approve the use of professional leave for up to 6 of them.

8. The Dean notifies the applicants and the Committee of his decision and his reasons for each.

9. The 12-month period of professional leave begins with the applicant's written acceptance of the amount of time ultimately awarded (which might be less than that requested).

10. Each participant will submit a brief, oral report bi-monthly to the Committee on his/her progress and problems.

11. At the end of the period of professional leave, each applicant will submit a copy of the work to the Committee, and will report on its progress/success. The Committee will convey that report to the Dean.

12. Upon final disposition of the work or 12 months after acceptance of the award, whichever occurs first, each applicant will file a report with the Committee on the work's progress/success or will submit a copy to the Committee, if available.

13. The Committee will report in writing to the Dean, including each applicant's report.

LIBRARY FACULTY IMPROVEMENT LEAVE GUIDE

I. Introduction.

This "Library Faculty Improvement Leave Guide" is designed for two purposes: one, to aid any Library faculty member in obtaining information concerning the ISU Faculty Improvement Leave Program, and secondly, to formalize the Library Faculty Improvement Leave Committee's reviewing and appeal procedure.

The Library FIL Committee was created by the Library Faculty in January, 1977. The Committee consists of four members and one ex-officio member. One representative is elected by each division for a two year term. Elections for the four positions are held in divisional meetings by February 1 of odd-numbered years beginning in 1977. The Dean of Library Services is the permanent ex-officio member. The Committee, at its first meeting, elects its own chairperson.

II. General Information.

As stated in the Faculty Handbook, any full-time faculty member may apply for a faculty improvement leave. The leaves are designed to encourage professional growth and increase competence, not only for the individual, but also for Iowa State University. General information concerning the Program is found in the Faculty Handbook.

FIL funding for A-base personnel is as follows: leaves are granted up to six months (one or two quarters) at full salary, and from six to twelve months at one-half salary. It is very important to realize that, upon being granted a FIL, the faculty member should only expect the salary and leave benefits; further aid is only awarded in special grants or arrangements. The faculty member is obliged to submit a report following the leave to the Vice President for Academic Affairs who in turn will place the copy in University Archives. Also, by state law, the faculty member must return to Iowa State University for a period of at least two years or repay the State of Iowa the compensation received while on leave.

Before submission of an application to the Library FIL Committee, the Library faculty member should review the proposal with the respective department head, assistant director, and Dean of Library Services for planning purposes ("Guidelines for Library Faculty Improvement Leave Committee"). After such a review the application should be submitted to the Library FIL Committee by September 1. This date may vary according to the academic year -- if so, the Library FIL Committee will notify its faculty. Application forms are available from the Office of the Vice President for Academic Affairs. After appropriate committee review, the ranked applications are forwarded to the Dean of Library Services who prepares a written evaluation for each application indicating its relevance and significance. The Dean forwards the applications to the College of Sciences and Humanities FIL Committee which ranks all of its applications. These ranked applications are then given to the Dean of the College who submits them to the Vice President for Academic Affairs. The University Committee, composed of chairpersons of the college FIL committees, a non-voting ex-officio member from Faculty Council, and the Vice President for Academic Affairs as the non-voting chairperson, receives all the college applications and decides on the final rankings. At no point during this procedure is any application rejected. Relative rankings of a FIL committee generally are not changed by another FIL

committee. If a college FIL committee changes the relative rankings of a departmental FIL committee, the chair of the college committee should explain such a change to the applicants involved. If a change is made at the university level, the applicant(s) will be told by the university chair only if it affects individual receipt of a grant. The leaves are then funded in order of the ranking, dependent on the current funds available for the Program, and final approval of the President of the University and the Board of Regents. The announcement of the FIL's is generally given in a January issue of "Faculty Newsletter."

III. Review Procedure.

Applications for a faculty improvement leave will be reviewed individually by each member of the Library FIL Committee and assigned a rating based upon the criteria described below. Ratings are numerical and not relative -- hence, two applications could receive identical ratings.

Applications will then be ranked on the basis of ratings. It will be the responsibility of the Committee to discriminate among applications given identical ratings. Rank (but not rating) will be first reported to the applicant. In the event of a low rank, applicants may withdraw, but in no case shall applications be rejected by the Committee. At its discretion, the Committee may elect to include a written statement specifying reasons for the ranking adopted.

The Library FIL Committee will then forward applications accompanied by the ranking to the Dean of Library Services. After preparing an evaluation for each application, the Dean will forward the applications and accompanying evaluations to the College of Sciences and Humanities FIL Committee.

IV. Criteria for Rating.

Each Library FIL Committee member assesses each of the following criteria on a zero-to-ten (0 to 10) scale. The applicant's rating will be a total of the numerical ratings given by all committee members. These ratings shall be used as the basis for the ranking of the candidate in the event of more than one application.

Significance of the topic to the field.

0-----1-----2-----3-----4-----5-----6-----7-----8-----9-----10

Applicant's competence to accomplish proposed study objectives.

0-----1-----2-----3-----4-----5-----6-----7-----8-----9-----10

Contribution of proposal to applicant's professional growth.

0-----1-----2-----3-----4-----5-----6-----7-----8-----9-----10

Contribution of proposal to improvement of the ISU Library.

0-----1-----2-----3-----4-----5-----6-----7-----8-----9-----10

Ratings shall be available to FIL Committee members (departmental, college, and university) and, if an appeal has been submitted, to the applicant and Faculty Appeals Committee.

V. Appeal.

If an applicant is dissatisfied with the Library FIL Committee's ranking of his/her request, an appeal for re-evaluation may be made to the Committee. Any further appeal desired may be submitted to the Faculty Appeals Committee for evaluation of the process at the level (departmental, college or university) being questioned.

Library - Administration
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FEB 10 1982

LEAVE OF ABSENCE
FOR
PROFESSIONAL LIBRARIANS
AND PROGRAM DIRECTORS IN THE CENTRE FOR CONTINUING EDUCATION

1. Professional librarians and program directors in the Centre for Continuing Education are eligible to apply for leave of absence as follows:

   (a) for leave for improving basic qualifications, leave without pay or benefits, leave for maternity, leave in special circumstances, vacation leave, and leave to take political office, in accordance with the provisions of Sections 2 to 8 inclusive of the document on Leave of Absence for Faculty, which was adopted in the Collective Agreement for the year July 1, 1976 to June 30, 1977, between the University and the Faculty Association, and

   (b) for professional improvement leave, in accordance with the provisions set out in Section 2 below.

2. Professional Improvement Leave

   Professional improvement leave may be taken at the request of the University or be granted at the request of the individual. In either case, the purpose of the leave shall be to permit full-time professional librarians and program directors to improve the quality of the performance of their professional university duties.

   (a) Leave at the request of the University

   If a professional librarian or program director is requested by the University to take leave for the

purpose of undertaking special studies or training, the terms of this leave will be arranged through the University Librarian or Director and must be approved by the President.

(b) Leave at the request of the Individual

(i) Eligibility - After four (4) years of continuous service since appointment or last leave of absence.

(ii) Duration of Leave - Three (3) plus the number of years of full-time service equals the number of months of paid leave to a maximum of one year.

(iii) Leave Salary - Sixty percent (60%) of basic salary together with the University's full contribution to pension and other fringe benefits, provided that the individual continues to pay his own contributions. Where the basic salary and contributions are paid in whole or in part from non-university funds (e.g. grants), the University can guarantee only that proportion of leave salary and contributions to pension and other benefits which derives from university general revenues. Neither the University nor the outside funding agency is obligated, however, to continue to pay the full percentage of salary if the individual's total remuneration from salary, fellowships, grants (excluding research and travelling expenses) exceeds one-hundred percent (100%) of his full salary.

(iv) Conclusion of Leave - On expiration of leave, the individual will return to his duties at this

University, and shall report in writing to the University Librarian or Director of the Centre on the activities and accomplishments of the leave.

(v) Authorization of Leave - The application form for leave, with the signature of the University Librarian or Director of the Centre, should be submitted to the appropriate Vice-President as early as possible, preferably one year in advance. The Vice-President will review the application and submit his recommendation to the President.

(vi) Cancellation of Leave - Cancellation of a leave once granted shall not normally be permitted without three (3) months' notice.

THE OHIO STATE UNIVERSITY LIBRARIES
FACULTY PROFESSIONAL LEAVE PROGRAM

PURPOSE

The Faculty Professional Leave program is an opportunity for eligible faculty members to obtain release time in order to further their development as scholars and librarians. Its major purpose is to provide time to conduct research or to engage in a program of professional development which will aid the Ohio State University Libraries and the University community.

ELIGIBILITY

Proposals may be summitted only by regular University faculty employed 50% FTE or more and who have completed seven years of service at The Ohio State University Libraries. The University Libraries Personnel Office will certify the eligibility of each faculty member submitting a proposal.

REVIEW MECHANISM

The Faculty Professional Leave Review Committee will be the first level to review proposals, in consultation with outside subject specialists, if necessary. Approval for professional leave depends first on scholarly merit and then on such factors as originality, impact on the academic community, feasibility of time requested to complete project, resources available and qualifications of the faculty member requesting leave. All applications which are not recommended to the Director for approval will be returned to the applicant with the Committee's explanation.

The recommendations of the Faculty Professional Leave Review Committee will be forwarded to the Director of Libraries. The Director will insure that teaching and other obligations of the absent faculty member can be met satisfactorily. The Director will consider the proposal in all its dimensions, take into account the recommendations of the Committee and render a decision. In cases where the Director disapproves a proposal, explanations will be provided to both the Committee and the applicant.

Each recipient shall, within two months after returning from professional leave, submit to the Director of Libraries a statement summarizing the work completed while on leave. The Director of Libraries will in turn submit copies to the Provost and President and will also circulate the report to the Faculty Professional Leave Review Committee for their information.

PROCEDURE FOR THE REVIEW OF FACULTY PROFESSIONAL LEAVE APPLICATIONS

1. The Faculty Professional Leave Review Committee shall be appointed by the Director of the Libraries and shall be composed of the following:
   a. a member of the Advisory Committee on Research nominated by the Chairperson of that Committee;
   b. a member of the Committee on Faculty Benefits, Privileges and Responsibilities nominated by the Chairperson of that Committee;
   c. a member of the junior tenured faculty elected by that body;
   d. a member of the Senior Faculty elected by that body; and
   e. a member of the Library faculty at large appointed by the Director of Libraries.

Procedure for the Review of Faculty Professional Leave Applications (Con't.)

2. The Director will appoint the chairperson.
3. A committee member who wishes to submit a proposal shall resign from the Committee prior to submitting an application.
4. The terms of the committee members shall be for two years, with two of the initial members having appointments for one year.
5. The Advisory Committee on Research shall serve as an Ad Hoc Appeals Committee both concerning the decisions of the Review Committee and to serve as a mediator in the case of release time arrangement difficulties. The Committee shall be advisory to the Director, and the member common to the Faculty Professional Leave Review Committee shall be non-voting.
6. The applicant shall:
   a. complete the Faculty Professional Leave Application Form.
   b. submit this form to the Director of Libraries who will transmit copies, without evaluative comment, to the Faculty Professional Leave Review Committee no later than September 1 of the year prior to the effective date of the leave requested.
7. The Faculty Professional Leave Review Committee shall:
   a. review all applications using established criteria;
   b. where necessary, seek the advice of others to assist in evaluating the merit or methodology of each proposal;
   c. provide explanations to each applicant whose application has not been recommended for approval by the committee;
   d. forward to the Director of Libraries by December 1 all applications recommended as meritorious.
8. The Director shall:
   a. insure that adequate funds are available for the leave, and that teaching and other duties of the absent faculty member can be met satisfactorily in his/her absence. (The uniqueness of indispensability of an individual's contribution to the Library system cannot be used to restrict his/her participation in this program indefinitely; and the Director shall insure that this policy is adequately enforced.)
   b. insure such coverage:
      I. for leaves of one (1) quarter, by special assignment of other faculty to meet obligations.
      II. for leaves of more than one quarter, by using the released salary funds from the absent faculty member to assist in staffing the area in question.

CRITERIA FOR RECOMMENDING FACULTY PROFESSIONAL LEAVE APPLICATIONS

1. The applications shall be proposals of merit in one of the following categories:
   a. Scholarly Research.
   b. Pedagogical Research.
   c. Creative Work.
   d. Professional growth activity.
   e. Other (Proposed applications not falling under the above categories shall be discussed with the Faculty Professional Leave Review Committee in advance of application).

4.4

Criteria for Recommending Faculty Professional Leave Applications (Con't.)

2. The following criteria shall be used by the Committee:
   a. consider the general merit and contribution of the proposed program;
   b. methodology: is the methodology appropriate and valid?
   c. feasibility:
      I. is the time requested sufficient to carry out the proposal or, if not, has provision been made for completion after termination of the professional leave?
      II. are the resources required to carry out the proposal available? (consider: supplies, computer support, staffing of the project, facilities, travel, housing, etc.)
      III. is the applicant qualified? (consider background, education, provision for assistance in areas requiring special expertise.)
3. A negative finding in any of the areas of criteria, such as methodology, feasibility or merit shall be considered sufficient reason for not recommending an application for approval.
4. The Faculty Professional Leave Review Committee shall rank those applications recommended for approval in preferred order according to each applicantion's merit and contribution, based on the established criteria.

INITIAL THREE YEAR PHASE-IN

1. For the first year of the program, the September 1 deadline for applying shall not be enforced. The deadline will be announced later, when the University deadlines are established.
2. Applications for the program.
   a. It is recognized that the Board of Trustees' resolution encourages leaves of more than one quarter; but in order to extend the opportunity to the greatest number of faculty during the initial period, applications will be limited to one or two quarters for the first two years.
   b. For the third year of the program, applications will be limited to three quarters or fewer.
   c. These limitations will be void at the end of the phase-in period.
3. For the phase-in period the criteria used shall be those established for the Faculty Professional Leave Program review process.
4. In the event that two proposals are judged equally meritorious when both the proposal and the time requested are evaluated, then the application submitted by the faculty member having the greatest seniority shall take precedence in the final ranking of submitted application.

Approved by the Library Faculty
in a special meeting held 10/6/77

THE OHIO STATE UNIVERSITY LIBRARIES

GUIDELINES FOR ASSIGNED AND UNASSIGNED TIME* AND FOR ASSIGNED RESEARCH DUTY

ASSIGNED AND UNASSIGNED TIME

1. General Statement

The Library Faculty shall participate actively in teaching, research and service, as do all faculty members of The Ohio State University. All three areas are necessary components of university librarianship and as such are factors in promotion and tenure. While primary responsibility lies with the individual faculty member, it is also incumbent upon the Libraries to provide an environment and opportunities conducive to contributions in all three areas. The proportion in which time is used for various activities should take into account the primacy of fulfilling one's appointed position and should also be in concert with the guidelines governing promotion and tenure. It is ultimately an individual's responsibility to maintain proper balance.

2. Definitions

A. Teaching -- For purposes of this document Library Faculty teaching responsibility is defined as those duties and activities necessary to carry out the function of one's appointed position in the Ohio State University Libraries and those duties and activities designated as being necessary to the Library's operation and participation in the academic community.

B. Assigned Time -- Assigned time comprises not less than 80 percent of the work week and includes, first and foremost, the functions of one's appointed position. It also incorporates service in the form of time spent in meetings of standing library committees, as well as in meetings of University committees external to the Library. Both meeting and preparation time for service on task forces and committees administratively appointed for ad hoc purposes are to be included in assigned time. Attendance at and participation in professional meetings which directly aid or develop job performance and time spent preparing for and offering library-related coursework or providing library instruction are also functions to be included under assigned time.

C. Unassigned Time -- Unassigned time comprises no more than 20 per cent of the work week. Included here are research, generally leading to publication; preparation for meetings of library standing committees, and University committees external to the Library; professional development, including attendance at meetings contributing to general professional growth; creative production; and community service. It is recognized, however, that this amount of time will not be sufficient to complete all such activities and responsibilities, which implies the need to supplement with the use of one's personal time.

3. Implementation

A. Unassigned time is to be determined in accord with and relative

* See also "Guidelines for the Offering of Formal Coursework by Library Faculty."

to needs dictated by research and other eligible activities in which the faculty member is engaged. There must be agreement between the faculty member and his/her supervisor (and concurrence from Library Administration) on the scheduling of Unassigned Time. Within this general framework of agreement, individual faculty members may determine where and how unassigned time will be used. Any change in scheduling should be by mutual agreement, with needs of the unit being duly taken into account.

B. Accountability

The Accountability for appropriate use of unassigned time.

1. The faculty member will give to his/her supervisor informal short reports of his/her use of unassigned time throughout the year and in summary form for the annual Personnel Data Record (PDR) supplement.

2. Yearly evaluation forms will include the supervisor's comments on the faculty member's use of unassigned time.

ASSIGNED RESEARCH DUTY

1. General Statement

A. The Libraries strive to provide an environment and opportunities conducive to the fulfillment of faculty performance in the areas of teaching, research and service. To this end, Unassigned Time has been established to meet the basic needs of continuing research, and the University has established a program of Faculty Professional Leave to meet the needs of tenured faculty working on extended projects taking from one quarter to one year.

B. Both non-tenured and tenured faculty working on research projects are supported through Unassigned Time. If more time is needed, for example, in cases of travel or a publisher's deadline, faculty have the option of requesting Assigned Research Duty (ARD) in order to further or complete such projects.

2. Definition

Assigned Research Duty is a special allocation of time, freeing a faculty member from regularly assigned duty, in order to work on a research project considered to be of exceptional quality. Assigned Research Duty may be allocated when Unassigned Time is not adequate to meet the needs of the researcher.

3. Allocation of Assigned Research Duty

The first consideration for allocating ARD is the quality of the proposal and project. Eligible tenured faculty should make use of the Professional Leave Projgram whenever feasible before applying for Assigned Research Duty.

4. Implementation

Faculty in need of time provided through Assigned Research Duty should discuss the intention of applying with his/her supervisor. A Request for Assigned Research Duty* should then be submitted to the Director who will consult with the supervisor, the appropriate Assistant Director, Advisory Committee on Research and others as needed in order to determine the importance of the project. The capability of the faculty member's area to function adequately in his/her absence must be assured. A brief report on the use of ARD granted will be required.

* Form available from the Personnel Office.

8. REGULATIONS OF THE STUDY/PROFESSIONAL DEVELOPMENT LEAVE POLICY FOR FULL-TIME LIBRARIANS*

March/82

8.1 General

Librarians are eligible for sabbatic leave under the same conditions as teaching staff, as outlined in the REGULATIONS OF THE SABBATIC LEAVE POLICY FOR FULL-TIME ACADEMIC STAFF. However, because of the special nature of their work, librarians may often find it more appropriate to their needs to take shorter leaves than the usual one year sabbatical. In adopting a policy of study/professional development leave for librarians as distinct from sabbatic leave, the University recognizes the differing needs of librarians and their teaching colleagues. The flexibility provided by these two types of leave will ensure that librarians can benefit from a wide variety of activities while on leave.

Federal income tax regulations allow librarians on leave to request this institution to designate a portion of their salary as a "research grant". Certain very specific expenditures, outlined in the tax regulations, can be deducted from this portion of the salary for tax purposes. The University is a party to this policy on the distinct understanding that it is the responsibility of the librarian on leave to satisfy the Department of National Revenue as to the legitimacy of these deductions.

In addition, librarians on leave are urged to obtain "grants in aid of research" from government agencies or philanthropic foundations. The combination of these funds and the salary component given by the University is outlined in the regulations.

8.2 Regulations

1. The justification for study/professional development leave is seen solely as the opportunity for the pursuit of scholarship and academic renewal or professional development.

2. Normally, six years' continuous full-time service (or the equivalent) at McGill confers the right to be considered for study/professional development leave. Leaves are granted on a discretionary basis taking into account the financial and practical position of the University, but it is understood that after six years' service leave will not be withheld arbitrarily.

3. If leave is not granted in one year for administrative or financial reasons, normally it will be given priority consideration the following year.

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* Senate approval, April 18, 1979. Board of Governor's approval, Dc-89, May 28, 1979.

4. a) A period during which leave of absence is granted does not constitute a qualifying period for the purpose of satisfying the six-year rule.

b) Leaves need not necessarily be for a full twelve month period. Maximum length of leave will normally be determined on the basis of two months' leave for each year of service, to a maximum of twelve months, but leaves of from one to twelve months may be approved.

5. The librarian shall state on applying for leave, his intent to return to the University for a period of at least the length of the leave.

6. The Area Librarian will review with the applicant his statement of leave plans. While McGill makes no approval requirement, it is concerned that a plan, having substance and intellectual merit, exists. Applications for leave must include a written proposal for investigation, study, research, etc.

7. On return to the University, the librarian is required to give an account of his activities while on leave. This report will be submitted to the Area Librarian, who will forward it to the Director of Libraries. Reports may be made available to other librarians and to the University.

8. With the exception of the amount listed in Section 9, awards from outside agencies shall not be used to increase the librarian's salary beyond 100%; the excess amounts shall be treated as described in Section 10. Any other income, such as fees or salaries, that exceed the amount necessary to bring the salary to 100%, are also refundable to the University. If the University makes these deductions from the leave payments, they shall first deduct from such payments earmarked as salary, and only as to any excess from payments earmarked as research grant.

9. a) The first $2,000 of a grant-in-aid of research (pro-rated for leaves of less than 12 months, e.g. $166.66 per month) given to the librarian for the purposes of accomplishing his leave plan shall not be deducted from his University salary, assuming this is acceptable to the granting agency.

b) In addition to (a) above, assuming this is acceptable to the granting agency, the librarian may claim expenses (on a strict accountability basis) up to the sum of $2,000 (pro-rated for leaves of less than 12 months, e.g. $166.66 per month) from any grant or earned income received. The expenses claimed if approved by the Director of Libraries will not be deducted from his salary.

50

10. Monies saved to the Library System by such deductions are credited to the libraries on an accrual basis, i.e. regardless of accounting years, so that the Director of Libraries has the benefit of savings in years subsequent to the year in which the saving occured. These funds are to be used solely for replacement of librarians on leave.

11. There is a legal obligation between the librarian and the University to the effect that the candidate for leave will declare all grants and remunerations for income earned, whether paid or accrued during the leave. The application form requires that the candidate sign a promise to declare all such grants and remuneration.

12. Applications for study or professional development leave should be made as far in advance as possible to allow planning to be done for such an absence.

    Normally, requests for leave of up to one month should be made six weeks in advance. Requests for leave of two to three months should be made three months in advance of the start of the leave. Requests for more than three months' leave should be made at least six months in advance.

13. In consultation with the Area Librarian, the applicant is expected to suggest plans for his replacement while on leave. It is hoped that in many cases colleagues will agree to share responsibility for the applicant's duties while he is away. The Area Librarian will advise the Director of Libraries as to the implications for the library or department.

14. All applications for leave must be completed on the appropriate form and sent to the Area Librarian who will forward to the Director of Libraries. The Director of Libraries is responsible for recommending leaves to the Vice-Principal (Academic).

Where applicable, the above regulations conform to the REGULATIONS OF THE SABBATIC LEAVE POLICY FOR FULL-TIME ACADEMIC STAFF, as approved by Senate and the Board of Governors, fall, 1980 and reproduced here under 8.3.

8.3 Regulations of the Sabbatic Leave Policy for Full Time Academic Staff*

General

The University will pay 75% of full salary to sabbaticants under conditions outlined in the regulations and will also pay its normal share of fringe benefits. Successful applicants for sabbatic leave are also able to apply to a university fund for further asistance for sabbatic leave, if needed.

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* Board of Governors and Senate approval, fall, 1980.

Federal income tax regulations allow the sabbaticant to request this institution to designate a portion of his/her salary as a "research grant".

Certain very specific expenditures, outlined in the tax regulations, can be deducted from this portion of the salary for tax purposes. The University is a party to this policy on the distinct understanding that it is the responsibility of the sabbaticant to satisfy the Department of National Revenue as to the legitimacy of these deductions.

In addition, sabbaticants are urged to apply for (and often obtain) assistance from Federal agencies or philanthropic foundations. The combination of these funds, combined total which which can be retained, comprised of this assistance and the salary component given by the University is outlined in the regulations.

Regulations

1. The justification for sabbatic leave is seen solely as the opportunity for the pursuit of scholarship and academic renewal.

2. During the sixth year of credited service or after, from date of appointment or following the return from a previously granted sabbatic leave, the University regards the right to apply for a sabbatic leave as earned.

3. Because of the financial and practical position of the University, sabbatic leaves are granted on a discretionary basis, but it is understood that after six years service the sabbatic leave will not be arbitrarily withheld.

4. Up to a maximum of two years service at another or other universities is counted towards the minimum of six years credited service required by the University for a sabbatic leave. No account will be taken of years additional to the six required years which are served prior to a previous sabbatic leave.

5. a) A period during which leave of absence is granted does not constitute a qualifying period for the purpose of satisfying the six-year rule.

   b) Sabbatic leaves need not necessarily be for a full twelve-month period. Sabbatic leaves granted for less than a year do not imply that the remainder of the year will be credited toward a future saboatic leave.

6. The staff member shall state on applying for the sabbatic leave his/her intent to return to the University for a period of at least one academic year.

7. Deans or Departmental Chairmen must consider the applicant's statement of sabbatic leave plans and discuss those plans with the applicant. While McGill makes no approval requirement, it is concerned that a plan, having substance and intellectual merit, exists.

8. On return the sabbaticant is required to give an account of his/her year.

9. There is a legal obligation between the sabbaticant and the University to the effect that the grantee of a sabbatic leave will declare all awards and remuneration or income earned, whether paid or accrued during the year.

10. With the exception of the amount listed in Section 11, awards from outside agencies shall not be used to increase the sabbaticant's salary beyond 100%; the excess amounts shall be treated as described in Section 12. Any income, such as fellowships, fees or salaries, that exeeds the amount necessary to bring the salary to 100%, are refundable to the University.

11. a) The first additional $2,000 shall not be deducted from the University salary, except where this is contrary to the regulations of the granting agency.

    b) In addition to (a) above, on the understanding that this is acceptable to the granting agency, the sabbaticant may claim expenses (on a strict accountability basis) up to the sum of another $2,000 from any award or earned income received. The expenses claimed if approved by the Departmental Chairman (or Dean in those faculties which have no departments) will not be deducted from his/her salary. Such claims may only be considered for expenses over and above those already provided by grants awarded to the applicant.

12. Excess amounts (see Section 10 above) are credited to the faculty on an accural basis, i.e. regardless of accounting years, so that each Dean has the benefit of savings in years subsequent to the year in which the saving occurred; these monies to be used for sabbatic purposes only.

13. The applicant must complete an application form for sabbatic leave, wherein over his/her signature he/she promises to declare all awards and remuneration. On the sabbatic leave being granted, the University completes the form, and returns a copy to the sabbaticant, thereby accepting the application on the terms stated.

14. A Standing Committee on Sabbatic Leaves, composed of two (2) persons named by M.A.U.T., two (2) by the Principal, and a Chairman selected by the named members is responsible for reporting annually to Senate on the implementation of Sabbatic Leave Policy and making recommendations for adjustment in this policy, its administration and its financing.

    N.B. To clarify these regulations, please note that the term "awards" only refers to amounts paid that supplement the sabbaticant's personal income. They do not include amounts paid that specifically reimburse the sabbaticant's expenses.

GENERAL LIBRARIES - EMORY UNIVERSITY

SELECTED POLICIES AND PROCEDURES FOR DEVELOPMENTAL LEAVE

1. Leave for personal and professional development is strongly encouraged for such purposes as visiting other libraries and attending relevant institutes, meetings, and workshops.

2. Each request for developmental leave will be considered in light of the work requirements of the employee's position. Developmental Leave Request Forms are available in each department and in the Director's Office. A request for leave should be submitted through the appropriate Department Head. A copy of the completed form will be returned to the requestor through his or her supervisor.

3. Travel/staff development will be reimbursed in accordance with Emory University travel policies.

4. Leave for travel/staff development and reimbursement of costs are available for General Staff persons. No dollar limit has been established for general staff. Interested individuals should apply to the Director of Libraries.

5. Each librarian on regular appointment will have available $400 for staff development and travel activities during the period September 1, 1981, through August 31, 1982.

   a. On April 1, 1982, each librarian will be notified of the amount remaining in his or her allocation and is requested to notify the Director's Office by April 10th of any staff development/travel activities planned prior to August 31, 1982, with estimated expenses that will be reimbursable. Each person who has staff development/ travel plans will be credited with the amount remaining in his or her $400 allocation.

   b. As of April 1, unspent funds from persons who have no projected staff development/travel plans for the remainder of the year, will be totaled and reallocated to each librarian who has such plans.

6. If needed, staff development/travel advances are available as long as memos requesting the advance are submitted to the Director's Office at least 10 working days prior to the trip.*

7. Transportation arrangements may be made through a University designated travel agent. Tickets so arranged are charged to the University and forwarded to the Office of the Controller for pick-up.*

8. Expense reports should be submitted to the Director's Office within 5 working days after returning from a trip or attending a local conference. Please note that expenses paid directly by the University (e.g., airfare, advance registration), also must be included on the Expense Form for it to clear the Controller's Office. Be sure to attach the original of each receipt that is required. (See back of Expense Report Form for details of categories for which receipts are required.)**

* see Developmental Leave Procedures 9/81.
** see Instructions for Filling Out Expense Report 9/81.

revised 8/25/81

54

The Robert W. Woodruff Library for Advanced Studies

EMORY UNIVERSITY
ATLANTA, GEORGIA 30322

Office of the Director

MEMORANDUM

TO: TO WHOM IT MAY CONCERN

FROM: Janet T. Paulk
Assistant to the Director of Libraries

SUBJECT: Developmental Leave Procedures

DATE: September 11, 1981

In order to assist you in arranging developmental leave, travel, and in filling out expense reports, as well as to help us administer staff development/travel funds, I am outlining selected procedures and both professional and personal travel benefits available through Emory University.

Airfare for travel that will be paid by Emory University may be charged directly to the University by calling VIP Travel Agency, 325-5522. After leave has been approved by the Director of Libraries, please make your own travel reservations. Please advise Joyce Gilbert of your reservation details in order that she may make necessary account charging arrangements.

VIP has urged that reservations be made well in advance--even several months when possible. There are two criteria which must be met to be eligible for Supersaver fares: 1) reservations must be made two weeks in advance, and 2) traveler must stay over a Saturday night. Night Coach and Early/Owly Bird fares have very good price breaks if the Supersaver criteria cannot be met. Please check with VIP as to the least expensive air fare rate for your travel plans. (Note: Emory will not reimburse employees for more than day coach fares).

Tickets will be delivered by VIP several days prior to your trip. The Controller's office will notify us, and we will contact you. Tickets may be picked up between 8:00 a.m. - 4:45 p.m. Monday through Friday at 208 Administration Building.

Registration fees should be paid directly by the traveler and reimbursement claimed along with other travel expenses on a regular expense report--with one exception. If a registration fee is for more than $50.00, the fee may be paid directly by the University. In this case, the fee will be charged to the traveler as a travel advance, and it must be accounted for on a regular expense report. To arrange for the University to pay your registration fee in advance, please send the following information to the Director's Office:

1. Name of traveler
2. Amount requested
3. Date of travel
4. Registration Form
5. Workshop/Seminar Brochure (if available)
6. Disposition of check

Cash travel advances are available if needed. To arrange for such advances, please forward the following information to the Director of Libraries:

1. Name of traveler
2. Amount requested
3. Destination
4. Date of travel
5. Purpose of travel
6. Disposition of check (checks may be sent by interoffice mail to the departmental address or may be picked up from the receptionist in Room 208, Administration Building.

Travel advance requests should be received in the Director's Office at least 10 working days prior to date of travel. Travel advances will be charged to the traveler and must be accounted for on a regular expense report.

Reimbursement for use of private automobiles is 18 cents per mile.

Arrangements have been made with The Hertz Corporation for automibile rentals to be charged directly to the University. These charges can only be made through the use of a car rental order which can be obtained from the Travel Clerk in Room 208, Administration Building. These car rental orders must be picked up; they cannot be sent by interoffice mail. Please contact the Director's Office for appproval and additional information.

Travelers using a Hertz car rental order or Hertz credit card will automatically receive a discount. Some other car rental agencies will give educational discounts (usually no discounts are allowed for rental of economy or compact autos) to travelers who ask for them. Some hotels and motels also offer special rates to government employees and faculty and staff members of educational institutions. All travelers are encouraged to inquire about discounts.

Hertz is also offering, with the approval of the University, each member of Emory University their own personal charge card account. This card will bear the name Emory University and may be used for personal or business rentals. It must be understood that each individual is personally and financially responsible for all charges incurred.

If you have need for Hertz Charge Card Applications or additional discount ID stickers, please contact Mrs. Rose Steine, Room 208, Administration Building, telephone extension 6080.

For Audit purposes, effective June 1, 1980, the following guidelines were established for hotel and meal expenses:

	Hotel	Meals
New York Metro Area	$60.00	$27.50
San Francisco Metro Area	$60.00	$27.50
Los Angeles Metro Area	$60.00	$27.50
Washington, D.C., Metro Area	$50.00	$25.00
Boston Metro Area	$50.00	$25.00
Chicago Metro Area	$50.00	$25.00
Miami Metro Area	$50.00	$25.00
New Orleans Metro Area	$50.00	$25.00
All Other Cities	$40.00	$20.00

These guidelines are not per diem rates.

Travelers will continue to be reimbursed for actual, reasonable expenses according to the official University Travel Policies. If a traveler claims reimbursement for expenses in excess of these guidelines, a statement of justification must be attached to the report. The statement justifying the excess expenses should be a presentation of circumstances and/or facts to explain the necessity for exceeding the guidelines.

For local conferences and meetings all registration fees, reservation deposits, luncheon tickets, banquet tickets, mileage and parking fees are allowable, and all related expenses must be paid by the individual and reimbursement requested on a regular travel expense report form.

The Controller's Office requires a properly approved expense report to be submitted within 10 working days after the completion of the travel; therefore, we need your travel expense reports in the Director's Office within 5 working days.

Travel Expense Report Forms are available in your department or in the Director's Office.

A sample expense report is enclosed. All expenses including everything charged directly to the University (e.g. airfare, auto rental, registration fees) should be listed in the "Expense Details" section. Airfare and auto rentals charged directly to the University are then deducted in the appropriate columns. If a registration fee was paid directly by the University or an advance made, fill in box at bottom left of Expense Report form entitled "COMPLETE THIS SECTION - ONLY IF ADVANCE WAS MADE". Treat a University paid registration fee as a travel advance.

Travel reservations may be made for personal travel through VIP, but cannot be charged to Emory. Since we have a delivery service from VIP, the main advantage is that they will deliver your ticket to Emory.

JTP/pk

Enlosures

INSTRUCTIONS FOR FILLING OUT
EXPENSE REPORT, 9/81

EMORY UNIVERSITY

EXPENSE REPORT

NAME _____ DEPARTMENT University Libraries

ADDRESS _____

PURPOSE OF TRAVEL _____

_____

TRAVEL BY _____ FROM _____ TO _____
(or list bus, automobile) City City

LEFT _____ a.m. p.m. _____ _____ RETURNED _____ a.m. p.m. _____ _____
time date time date

PRIVATE AUTO _____ AT _____ ¢ PER MILE
Miles

Expense details

WK ___	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL EXPENSES THIS WEEK	TOTAL EXPENSE TO DATE THIS MONTH
DATE									
TRANSPORTATION									
LODGING ONLY									
MEALS (Including Tips)									
TELEPHONE									
TAXI ETC									
TOTALS									

1. Fill in top section, including travel if applicable.
2. Under "Expense details" list ALL expenses incurred.
3. Include airfare, auto rental and registration fees, etc. EVEN WHEN CHARGED DIRECTLY TO THE UNIVERSITY.
4. Deduct airfare and auto rental charges where indicated (see arrows).
5. Deduct advances made to you and registration fees paid directly by the University under "less advance received" (see arrow).
6. Leave the lines blank which have an asterisk beside them.
7. Sign and date form.
8. Submit Expense Report to Director of Library's Office.
9. Attach ORIGINAL receipts. (See back of expense form for details of receipt requirements.)

LESS CHARGES BILLED DIRECT TO UNIVERSITY

→ AIRFARE CHARGED THROUGH THE Official University Travel Agency _____

→ AUTO RENTAL CHARGED THROUGH UNIVERSITY RENTAL ORDERS _____ _____

NET EXPENSES TO BE CHARGED FROM THIS REPORT _____ *

COMPLETE THIS SECTION — ONLY IF ADVANCE WAS MADE

NET EXPENSES ON THIS REPORT _____ *

LESS ADVANCE RECEIVED _____

BALANCE DUE ME _____ *

BALANCE DUE UNIVERSITY (Attach Check) _____ *

CHARGE ACCOUNT NUMBER _____ *

TRAVELER _____

DATE _____

APPROVED BY _____

RECORDED BY _____

53

(NOTE TRAVEL POLICY ON REVERSE)

EMORY UNIVERSITY

TRAVEL POLICIES

I. GENERAL POLICY

The policy of the University is to reimburse travelers on official University business on the basis of actual, reasonable expenses incurred and in accordance with descriptions of various specific items contained in this policy statement.

II. SPECIFIC POLICIES

A. The University does not recognize any per diem rates.

B. Transportation
1. By Air - Actual air fare is allowable provided the expense does not exceed Jet Day Coach Fare. Receipts for air travel are required.
2. By Private Automobile - The traveler will be reimbursed at the currently approved mileage rate plus tolls and parking fees. All other automobile costs are not allowable expenses. When two or more University employees or representatives travel in the same automobile, only the owner or driver will be reimbursed. For extended trips by private automobile, reimbursements will be limited to round-trip jet day coach fare.
3. Rental Cars - Actual charges for standard equipment will be allowed when this mode of travel is the most practical and the least expensive method.
4. By Rail or Bus - Actual charges. Receipts required.

C. Lodging - Actual charges for lodging will be reimbursed. If a spouse, whose expenses are not allowable, is accompanying the traveler, the hotel cashier should be requested to record the applicable single rate on the statement for reimbursement. Receipts required.

D. Meals - Actual, reasonable cost of meals, plus taxes and tips are allowable. Receipts not required.

E. Telephone - Necessary telephone expenses in connection with the trip are allowable.

F. Taxi - Necessary taxi or limousine service is an allowable expense. The use of limousine or other service which is less expensive than taxi fares is encouraged.

G. Tips - Tips for baggage handling and other necessary tips are allowable. Tips for meals and taxi service should be included as a part of these expenses.

H. Insurance - Air travel insurance premiums are not allowable expenses. The University carries a blanket air travel insurance policy covering travelers on official University business.

I. Personal Expenses - Personal expenses such as laundry, dry cleaning and personal telephone calls to the traveler's home are not allowable expenses.

III. EXCEPTIONS TO POLICIES

A. To permit flexibility in the application of the travel policies the Board of Trustees authorizes the Chairman of the Board and the President, at their discretion, to approve exceptions to the travel policies.

B. To conserve funds or for other purposes, any school or department of the University may adopt policies that are more restrictive than these travel policies, but policies less restrictive are not acceptable except as may be permitted by other sections of this statement of policies.

C. Granting and contracting agencies will be requested and expected to allow University Travel Policies to apply, but if the granting agency makes a more restrictive policy a condition of the grant or contract, then such restrictive conditions shall prevail.

IV. PROCEDURES

A. Approvals - All travel expense reports must be submitted through the office of the administrative head of the traveler for approval prior to reimbursement. If a traveler has any question as to the appropriate approval needed, the travel expense report should be submitted to the appropriate principal dean or vice president.

B. Exceptions - Exceptions to the general policy may be granted with the approval of the President but not for the personal convenience or desire of the traveler.
1. Prior Approval - If prior approval for an exception to the travel policies is requested, such request must be made in writing for each separate proposed trip. The written request must be submitted to the appropriate principal dean or vice president for review and recommendation to the President. The President's approval must be obtained prior to incurring travel expenses, otherwise the request will be treated as one for post approval.
2. Post Approval - If an exception to the travel policies is requested which does not have prior approval, a letter fully explaining the extenuating circumstances must be attached to the Expense Report. The request will be reviewed by the appropriate principal dean or vice president and his/her recommendation made to the President. The President may approve the exception provided he considers the basis for incurring the expense to be reasonable and in the best interests of the University or beyond the prudent control of the traveler.

C. Reimbursements - The Treasurer or Controller is authorized to make reimbursement for only the portion of travel expenses meeting the rules set out in the Travel Policies and for only those exceptions approved by the President.

V. ADMINISTRATIVE TRAVEL POLICIES

All travel expense reports will be subject to the attached administrative travel procedures and guidelines as written by the University Controller. These procedures and guidelines are necessary for the implementation and administration of the official University Travel Policies and they do not in any way change or abrogate any of the provisions of the travel policies.

EMORY UNIVERSITY GENERAL LIBRARIES
DEVELOPMENTAL LEAVE REQUEST

Please submit this form as far in advance as possible (at least 15 working days). Order of routing: 1) Department Heads, 2) Division Director, 3) Director of Libraries.

APPLICANT

Purpose of Leave: _____

_____

_____

Dates of Leave: _____

Check each box that applies and indicate estimate of funds requested.

/ / Librarian's $400.00 allocated travel/staff development funds $ _____

/ / Other travel/staff development funds $ _____

/ / No library funds requested

Please estimate total cost (library and personal funds)$ _____

Signed _____ Date _____

DEPARTMENT HEAD

Recommendation: _____

_____

Signed _____ Date _____

DIVISION DIRECTOR

Comments _____

_____

_____

Signed _____ Date _____

DIRECTOR OF LIBRARIES

( ) Leave Approved ( ) Leave Disapproved ( ) Funding Decision _____

Comments: _____

_____

Signed _____ Date _____
Director of Libraries

revised 8/25/81

61

INDIANA UNIVERSITY LIBRARIANS' SABBATICAL LEAVE PROGRAM GUIDELINES

APPROVED BY
ALL-UNIVERSITY
LIBRARY FACULTY COUNCIL
MARCH 28, 1979

SUGGESTIONS TO THE ALL-UNIVERSITY LIBRARY FACULTY COUNCIL FROM THE ALL-UNIVERSITY LIBRARY SABBATICAL LEAVE COMMITTEE

The All-University Library Faculty Council shall establish an All-University Library Sabbatical Leave Committee to consider sabbatical leave proposals of librarians and to make recommendations on sabbatical leaves to the Dean of University Libraries. The Committee shall be constituted of five members in the following manner: three of these members from Bloomington and one member each from I.U.P.U.I. and the Regional Campuses, and if possible, two with rank of Librarian, two with rank of Associate Librarian, and one with rank of Assistant Librarian. An alternate from Bloomington should be appointed. (The alternate should participate in all conferences in order to be prepared to vote whenever one of the regular committee members must disqualify herself or himself.) Recommendations for appointment to the Committee shall be made by the Council to the Dean of Indiana University Libraries. The term of service of any one member should be limited to 3 years. The Personnel Librarian shall serve ex-officio. If any librarian is serving on a given campus-specific Sabbatical Leave Committee, she or he shall be invited to serve ex-officio on the All-University Library Sabbatical Leave Committee.

POLICIES

A sabbatical leave is "an investment 1/ by the University in the expectation that the sabbatical leave will significantly enhance the faculty member's capacity to contribute to the objectives of the University. For this reason, sabbatical leave applications are approved only if there is adequate reason to believe that they will achieve this purpose." (Academic Handbook, 1977, p.61)

Librarians have the right to apply for sabbatical leaves through the sabbatical leave committees of the local campuses. Each librarian should, therefore, consult her or his campus handbook for specific local policy.

The following information, description and directions are oriented in their detail substantially to Bloomington-based librarians, but this document is also intended to provide a guideline and framework for I.U.P.U.I. and Regional Campus Librarians who, of course, were included in the Board of Trustees' action. 2/ Campus-specific policy and conditions must prevail, but the most important provision here does apply system-wide, namely, that a proposal for sabbatical leave will receive a hearing and recommendation from the All-University Library Sabbatical Leave Committee and the Dean of University Libraries so that local committees and administrators can have the benefit of this peer judgment in arriving at a final decision.

ELIGIBILITY

A librarian is eligible for one sabbatical leave during each period of seven years full-time service in rank (including time on sabbatical leave), the first to be taken following the completion of her or his first six years of full-time service as a librarian at Indiana University. For librarians, all creditable years of service in the Indiana University Libraries will be counted. In other words, a librarian who has worked 21 years would be eligible for three sabbaticals. However, any two sabbatical leaves must be separated by at least four years. Leaves without pay do not count as part of the period by which eligibility for sabbatical leave is determined.

TERMS

Sabbatical leave will be for one semester at full salary or for one year at half salary. To provide a leave arrangement comparable to that provided for faculty, a semester shall be computed as five months and a year as ten months. The librarian is expected to sign the following statement: "I have read the rules governing the sabbatical leaves of absence program in the Faculty Handbook. I agree not to accept any employment during the period of leave that has not been explained in this application. In the event I do not return for at least one year immediately following the sabbatical leave, I agree to reimburse Indiana University for any salary, retirement contributions, and insurance premiums paid during the sabbatical leave." (Indiana University Bloomington Campus Application For Sabbatical Leave. Information and Directions)

SABBATICAL LEAVE PROPOSALS

Acceptable sabbatical leave proposals include:

1. scholarly research,
2. pedagogical research,
3. creative work,
4. post-master's study (Second master's degree or doctorate are legitimate programs. Such programs should normally be undertaken at another institution because librarians may take courses at Indiana University while employed full-time.),
5. other projects satisfactory to the responsible committees and deans.

In accordance with the criteria cited above, the application for sabbatical leave shall include a statement of:

1. purpose of proposed project,
2. rationale for proposed project,
3. procedure, method, or activity to be followed in the implementation of the project,
4. evidence that the relationship of the individual's background to the project makes probable the successful completion of the project,
5. verification of enrollment or candidacy for degree in cases of post-master's or doctorate study.

Important concepts from Memo to the Faculty, Bloomington Campus, March 28, 1975, concerning Sabbatical Leave Applications from M.J. Peterson, Acting Dean of Faculties:

"The purpose of the proposed project--that is, its character, nature, and aims--should be stated precisely and concisely. Vaguely worded proposals suggest that the goal of the proposal has not yet been clearly determined. The new application form will contain a special space for a brief description of the purpose of the project."

"The statement of purpose should be followed by a brief rationale that describes why the proposal is important. The rationale should include the expected contributions to the University. These contributions should follow directly from the character of the proposal. For example, if scholarly research is proposed, it is reasonable to expect that publication will result. If post-doctoral study is proposed, the role of the training in enhancing the University's academic capability should be emphasized. Extensive discussion of historical precedent for the proposed project should be avoided."

"The next section should describe the procedure, method, or activity that will be followed to carry out the proposal. The description should be specific and concrete."

"Finally, the committee takes into consideration relevant prior work and training in its evaluation of the proposed project. It is important, therefore, to list pertinent scholarly, academic, and creative accomplishment, or to show the relationship between previous training and academic work and the proposed post-doctoral study or to describe how the project is directed toward an advance in the faculty member's capacity to contribute to the objectives of the University."

PROCEDURES FOR REQUESTING LEAVE

Application forms may be obtained from the Personnel Librarian's Office. The application is to be submitted in duplicate (with accompanying letters or memos in duplicate) to the applicant's department or unit head, or the appropriate library administrator. If the applicant has had a sabbatical leave previously, a copy of the former report must be attached to this application. Questions about the interpretation of rules and about policy may be addressed to the Personnel Librarian who will seek the advice of the Dean of Faculties if necessary.

63

The department or unit head or the appropriate library administrator shall be responsible for providing written statements concerning specific evaluation of the project and scheduling adjustments in the unit. 3/ Applications, with the department or unit head's comments, shall be forwarded to the All-University Library Sabbatical Leave Committee. The applicant is to be notified of the action taken. The Committee shall be responsible for considering only the content and purpose of the proposal and not the timing or the department or unit head's comments. Based on its appraisal of the proposal, the All-University Library Sabbatical Leave Committee shall submit a written recommendation of approval or denial of the proposal to the Dean of University Libraries. The applicant is to be notified of the action taken.

The Dean of University Libraries shall consider the comments of the department or unit head and the recommendation of the All-University Library Sabbatical Leave Committee and either reject or endorse the application for routing to the local campus Dean of Faculties. The applicant is to be notified of the action taken.

The office of the Dean of Faculties routes the application to the local campus Sabbatical Leave Committee which considers the merit of the proposal and makes final recommendations to the Dean of Faculties. The approved application then goes to the March meeting of the Board of Trustees for final action.

APPEAL

Appeals based on issues relating to the within-library processing and/or recommendation(s) pertaining to one's sabbatical leave application may be referred to the All-University Librarians' Review Board; but if a campus-specific sabbatical leave committee does not approve an application, the only appeal is to the local Dean of Faculties.

ROUTING OF THE PROPOSAL

1. September 1 - Notice of intention to apply for a sabbatical leave to department or unit head or appropriate library administrator and to the Personnel Librarian 4/
2. September 15 - Application to department or unit head or appropriate library administrator (for transmittal to Personnel Librarian)
3. October 1 - Application to All-University Library Sabbatical Leave Committee (as transmitted by the Personnel Librarian)
4. October 21 - Application to Dean of University Libraries
5. November 1 - Application to Dean of Faculties, for determination of eligibility in terms of faculty service
6. - Sabbatical Leave Committee
7. - Dean of Faculties, for the Vice President
8. March meeting of Board of Trustees for final approval of applications.

REPORT

If a sabbatical leave is approved by the Board of Trustees, the individual is required, at the termination of the leave, and not later than three months after return, to submit a report to the Dean of Faculties and the Dean of University Libraries. 5/ Copies of the report form are available from the Personnel Librarian. Sabbatical leave reports are read by the Dean of Faculties and used to evaluate future applications for sabbatical leave of persons who have had one or more such leaves.

FOOTNOTES

1. Not all campuses have funds to support payment for sabbatical leaves.

2. "A leave program shall be established for librarians which will be administered as part of the faculty sabbatical leave program. The same policies and criteria applied to faculty applications for leave shall be applied to requests from librarians." (Board of Trustees action of February 25, 1972(A.".3.))

3. A leave will most often pose a problem for the library that may not be the case with teaching departments, which can choose to despense with course offerings in question or to substitute professors temporarily. Library services must go on in most instances, and therefore librarians will often have to be "replaced" in some fashion in order to maintain acceptable levels of service or coverage. However, while this issue will present difficulties, and while it may not be possible at given times for the library system to grant leave requests for reasons of inability to provide substitute coverage, no individual should be permanently so discriminated against because of the position she or he occupies.

4. An early conference between the prospective applicant and at least the chairperson (supplemented by one or more persons if desired) of the Sabbatical Leave Committee of the Indiana University Libraries is advisable. This can be done most profitably when the plan is in its embryonic stages but should certainly be done before the application form is typed. This preliminary conference should be informal but searching. The committee should listen very carefully to the proposal and respond to it as a kind of advocate of all the reviewing agencies who are to see it.

5. See Academic Handbook

NEW YORK UNIVERSITY
ELMER HOLMES BOBST LIBRARY
70 Washington Square So.
New York, NY 10012

New York University Libraries

Policy on Sabbatical Leave for Doctoral Dissertation Research

Proposals for sabbatical leave for those engaged in doctoral dissertation research will be considered by the Library Administration. Those seeking leave for this purpose will need to satisfy the criteria listed below. If they qualify as applicants, their requests will be reviewed in the same manner accorded other sabbatical proposals. The process of review will conform with the guidelines set forth in the New York University Faculty Handbook.

Academic requirements: Departments and schools at New York University vary in their doctoral level requirements. Librarians seeking a sabbatical for the purpose of researching dissertation topics should have previously met the preliminary requirements of their individual schools. Depending upon the stipulations of the school or department, such requirements may include:

1. completion of courses
2. departmental and/or advisory committee approval of dissertation proposal
3. language proficiency requirements
4. completion of comprehensives
5. a literature search
6. an outline.

Application requirements: Applicants requesting sabbatical leave for doctoral dissertation research must submit the following materials:

1. a statement outlining the departmental requirements for his/her dissertation
2. a statement indicating the applicant's current status in meeting such requirements
3. a statement from the chairman of the Dissertation Advisory Committee indicating approval of the topic
4. a detailed outline of the proposed research, including a statement of the nature and significance of the problem to be investigated, the methodology to be used, and a timetable for conducting the research.

1/82

Sabbatical Policy For Twelve-Month Appointments.

Office of Legal Counsel
K.B.D.

April 13, 1977

OPTION I

Sabbatical Period	Annual Pay	When Sabbatical Must Be Taken	Amount Of Vacation Time Included Within Sabbatical Period	Amount Of Vacation Time Available In Addition To Sabbat. Period	When Vacation Time Must Be Taken
12 months	3/4 base for 12 months	From 9/1 to 8/31	100%	0	Between 9/1 and 8/31

OPTION II

Two separate sabbaticals each 6 months	3/4 base for 6 months (remainder at full)	Between 9/1 and 8/31	50%	50%	Between 9/1 and 8/31

OPTION III

6 months	Full base for 6 months (remainder at full)	Between 9/1 and 8/31	50%	50%	Between 9/1 and 8/31

55

67

68

NEW YORK UNIVERSITY
ELMER HOLMES BOBST LIBRARY
70 Washington Square So.
New York, NY 10012

DARTMOUTH COLLEGE
LIBRARY

OUTSIDE CONSULTING

Common sense rather than arbitrary rules, should govern outside consulting by College officers. However, a few general guidelines may be useful to the supervisor.

First, the general attitude toward outside consulting is positive. From the College's viewpoint such consulting should be in areas and with clients that would increase an officer's own experience and understanding of his own area of competence.

Second, it must be clear that such consulting does not have an adverse effect on the College. To that end a few simple guidelines are suggested.

- People doing consulting must keep their immediate supervisor advised of what they are doing, and particularly about time spent away.

- Twelve days away from the job annually should be a rough maximum.

- In general, College facilities, equipment, and supplies are not to be used in support of outside consulting. This matter must also be administered with judgment and in certain circumstances may be modified by agreement with responsible supervisors.

Obviously if any individual's consulting activities exceed these guidelines it is the responsibility of the supervisor to review the matter and take whatever action may be necessary.

CONSULTING SERVICE

A staff member may serve in specific instances as a consultant with the prior written approvals of the department head and the appropriate associate librarian, if the latter two are satisfied that each such activity will contribute significantly to the professional growth and development of the individual and to the individual's professional service to society at large, and that the individual's normal responsibilities and contribution to Yale will not thereby be diminished. These approvals will be forwarded to the Office of the University Librarian for review and final approval.

Discretion is to be observed in the length and number of absences and to avoid situations either of potential or clear conflict of interest.

Outside professional activity over and above the individual's regular, full-time commitment to Yale is not precluded and does not require the approvals specified above.

University policy provides that no Yale employee may serve as a paid consultant within the University, i.e., University-controlled funds may not be used to pay consulting fees to University employees.

03/15/82

OUTSIDE EMPLOYMENT

Staff members may at their own discretion accept consulting work or other employment outside the Library. It should be understood that such employment must not affect the ability of the staff member to discharge fully his or her duties to the Library. There are circumstances where such activities produce or have the potential to produce a conflict of interest. Some examples are:

1) The second employer is a vendor or supplier of services to Yale University or is one having contractual arrangements with the Yale Library (e.g., a reprint or microform publisher).

2) The second employer is a dealer in books, prints, phonograph records, manuscripts, numismatic items or other Library materials. Principal ownership or a part or full interest in such a business falls in the same category.

3) The secondary employment prevents the staff member from working the scheduled hours of his or her position.

Responsibility for the propriety of arrangements in which multiple and possibly conflicting interests exist rests in the first instance with the individual. For the protection of all concerned, members of the staff are expected to provide full information to, and obtain written approval of, the University Librarian for any arrangement in which a conflict of interest may be implicit or potential. In some situations, such approval may be contingent on a leave of absence without pay or a salary adjustment.

A staff member may seek an exception to the prohibitions mentioned above by submitting a written request to the appropriate Associate Librarian. The Associate Librarian will consider the request, append comments, and forward the request to the University Librarian for final action.

Because outside employment described in 2. above is an extremely sensitive area, fraught with potential dangers, requests for exceptions will be carefully scrutinized.

7/17/78
Revised 7/1/79
Revised 1/10/80

K.5 CONSULTING AND OUTSIDE WORK

The University both permits and encourages a reasonable amount of personal professional activity outside of one's University assignment, provided that it (a) further develops the faculty member in a professional sense or serves the community, state, or nation in a professional capacity; (b) does not interfere with the faculty member's teaching, research and service (i.e. normal employment responsibilities) to the University; and (c) is consistent with the objectives of the University. "Personal professional activity" is here defined as outside activity which is closely related in nature to those professional activities constituting the faculty member's normal employment responsibilities.

To engage in financially-compensated consulting or other such compensated, outside activities (other than single-occasion), the librarian must report in writing the proposed arrangements and must secure prior approval by informing his or her department head (where applicable), the appropriate associate dean, and the dean. The notice will then be sent, with endorsement and/or other comment, to the Vice Chancellor for Academic Affairs. Outside, compensated activities which involve only a single occasion do not require prior approval, but are to be reported at the end of each fiscal year. For each such activity, the report should indicate the amount of time involved and the nature of the activity. A general call for such reporting will be issued from the Administrative Office at the end of the fiscal year.

If consulting or other such outside activities require the use of customarily priceable University materials, facilities, or services, the faculty member is expected to make arrangements for reimbursement. Further information regarding these policies and conflict of interest in such activities is contained in sections I.6 and I.5 of the Handbook for Faculty and Other Unclassified Staff.

72

McGill University
Montreal, Quebec
March/1982

5. CONSULTING BY LIBRARIANS

The term 'consulting' refers to all activites in response to the needs of society outside the University. This may include the offering of voluntary expertise to community groups, service in learned societies, lecturing to public or private groups, teaching courses, and giving professional advice in areas of the librarian's expertise to private clients, business, government, etc.

It is understood that the University has the right to expect that the major part of a librarian's creative effort should be devoted to University activities, and no librarian will undertake consulting activities which interfere with the satisfactory discharge of his University duties. It is recognized, however, that consulting can bring benefits to the librarian, the University, and the larger community.

A librarian should consider whether a consulting task will contribute to professional development, and whether it will interfere with primary duties to the University. Where the consulting may be so substantial as to interfere with the normal operation of the library/department, the supervisor should be consulted, and the Area Librarian must give written approval. The Area Librarian's decision may be appealed to the Director of Libraries and if the librarian is not satisfied, to the Vice-Principal (Academic). Librarians must report annually regarding their consulting activities. The following information is to be reported:

1. consulting activities during the period June 1 to May 31;

2. time spent or time period covered;

3. whether this activity is on-going or complete;

4. the nature of the work;

5. the identity of the client.

Library/Department Heads will include this information in Annual Reports to Area Librarians, who in turn will submit it to the Director of Libraries.

For full details see GUIDELINES GOVERNING CONSULTING BY ACADEMIC STAFF, Board of Governors Document, ED77-85 MkII, October, 1978.

TRAVEL

ified staff, whether probationary or permanent employees. The employee should submit the signed application to the Administrative Office at least one week prior to enrollment to receive a permit to enroll at staff rates. This permit will be needed by the employee at the time of enrollment.

Time spent in class need not be made up if the classified employee requests to take a specific course for the library's benefit and can demonstrate 1) the need for improved knowledge and/or skills to perform the work of the position; 2) the applicability of the course work to the work of the position. Whether the request originates with the staff member or with the supervisor, the department head should forward the request to the Administrative Office for approval, accompanied by a written statement of the department head's recommendation approving or disapproving the request. If the class is considered to be work-related, but the employee's absence would cause serious staffing problems for a department, the alternative of granting partial time off will be considered.

I.2 TRAVEL AND TRAVEL REIMBURSEMENT

Library staff may be given leave with pay for attending professional meetings, subject to the convenience of their departments. Travel time to and from meetings is also normally included, unless the meeting is immediately before or after the employee's vacation period. In this case, travel time one way is usually authorized.

Library staff who hold regular appointments of not less than half-time are eligible to apply for travel reimbursement according to guidelines established by the Library Faculty Assembly and described below:

The Libraries' professional travel fund is intended to help librarians, library associates, and library assistants meet the expenses of out-of-state travel to meetings and programs which will help them increase their knowledge and understanding of librarianship. In special circumstances, travel by other staff members may qualify. Generally, staff members cannot be reimbursed for in-state travel expenses; however, a staff member taking a significant part in a major meeting of the state association may make application for reimbursement to the Associate Dean designated by the Dean of Libraries to make in-state travel awards. Requests for support of international travel by full-time faculty members may be addressed to the Vice Chancellor for Academic Affairs, with the endorsement of the Dean.

Applications for professional travel funds are reviewed by the Library Faculty Assembly's Committee on Professional Development and Recruitment, with allocations made at four quarterly meetings. Deadlines for applications are as follows:

Month(s) of Travel	Application Deadline
July, August, September	May 15
October, November, December	August 15
January, February, March	November 15
April, May, June	February 15

The purpose of the above schedule of applications is to provide a system for an equitable distribution of travel funds. However, in an emergency, an application may be submitted to the Committee for immediate review, provided that it is received by the Committee not less than 37 days before a trip is to begin. (This is to allow the mandatory 30 days clearance in the Office of the Vice Chancellor for Academic Affairs.)

A percentage of the yearly fund is apportioned to each quarter according to an estimate of the expected frequency and major times of professional travel. Unspent funds in any of the first three quarters will be available for use in the following quarter. All funds must be expended before the end of the fiscal year.

Reimbursable expenses (subject to the allocation percentages indicated as follows) include subsistence and transportation costs, transportation to KCI airport at the most economical rate, and registration fees computed on the basis of fees required of members of the association which is meeting. The applicant is responsible for determining and submitting accurate cost information on the application, and should also include details of any funds made available from outside sources. Due to the limited amount of the professional travel fund, applicants are strongly encouraged to seek other sources of funding, e.g. professional associations, and programs administered by the Office of Research Administration.

Allocations for each quarter are granted according to the schedule below, with no individual being eligible to receive more than $300 of these monies in one fiscal year. If there is a shortage of funds, the actual percentage of expenses reimbursed may in fact be lower than the maximum quoted below.

Reimbursement Schedule

1. Maximum of 80%

   a) Workshops: ordinarily only one person will be allotted funds for any one workshop.

   b) Meetings, conferences, etc.: major participation, e.g. president or other major officer, person delivering a paper or chairing a meeting or panel.

2. Maximum of 60%

   Meetings, conferences, etc.: minor participation, e.g. minor officer, participant in a discussion panel, respondent to a paper.

3. Maximum of 40%

   Meetings, conferences, etc.: attendance.

   Travel by a member of a professional organization to attend its meetings is normally to be preferred to such travel by non-members. Within this third category, applications from those individuals

whose use of professional travel funds is least recent will be preferred among equivalent applicants.

Expenses for travel undertaken to enable staff members to carry out specific assignments in the Libraries are ordinarily paid from official travel funds. Authorization for such travel and reimbursement may be initiated by the Dean or may be received through application by the employee. Written application for official travel funds should be made to the Associate Dean in charge of budgeting, together with justification for the specified dollar amount required. The application must be signed as approved or disapproved by the applicant's supervisor(s). Reimbursement expenses shall include transportation costs and subsistence, within the guidelines set down by the Vice Chancellor for Business Affairs. In addition, any tuition or registration fees associated with a training session or workshop shall be reimbursable. Full reimbursement shall be granted when such travel receives approval and funds are available. If a librarian is asked or required to perform official duties while on a trip supported by other travel funds, that portion of the trip which is deemed official travel shall be fully reimbursed.

Persons receiving professional travel funds should be prepared to share with the staff the knowledge gained from the trips. The Committee on Professional Development and Recruitment shall facilitate this by arranging meetings for oral reports and discussions or by collecting written reports and making them available to the staff.

Application forms for professional travel funds are available from the chairperson of the Committee on Professional Development and Recruitment, and from the Libraries' Administrative Office.

I.3 RESEARCH GRANTS

Librarians may apply for research assistance grants and professional travel grants on the same basis as the teaching faculty. Those interested in applying for either type of grant may contact the Libraries' Committee on Professional Development and Recruitment and/or the Dean of Libraries.

University of North Carolina
at Chapel Hill
Academic Affairs Library
29 March 1982

PRIORITY OF CRITERIA FOR THE ADMINISTRATION OF TRAVEL FUNDS*

Requests for financial assitance are judged in the following order of priority. Distance of travel and number of prior funded trips are prime considerations in granting travel requests.

1. an appointee (by the Director) to conduct library business;

2. an officer or program participant in a regional or national professional or scholarly organization meeting;

3. a chairman or organizer of a workshop or seminar if no remuneration is forthcoming for those services;

4. a member of a committee in session at a regional or national professional or scholarly meeting;

5. an attendant at a job-related workshop or seminar, with approval of the attendant's supervisor and if no stipend is expected from an agency outside the library;

6. a. an attendant at a regional or national professional or scholarly meeting, if the applicant is a member of the organization;

   b. an officer or program participant in a state professional or scholarly meeting;

*These are guidelines only. The funding of individual travel requests will be adjusted according to the funds available and the demands placed upon them.

73

THE OHIO STATE UNIVERSITY LIBRARIES
GUIDELINES FOR THE ALLOCATION OF FACULTY DEVELOPMENT FUNDS

GENERAL STATEMENT

The Friends of the OSU Libraries have provided development funds for the use of the library faculty. This fund will be used to support activities which will contribute to professional development and enhance the OSU Libraries. All requests for development funds will be considered including conference and seminar registration, travel, meeting expenses, etc.

Requests shall be completed and forwarded to the applicant's supervisor or department head. These signed requests shall then be sent to the Committee on Faculty Benefits, who will determine the priority of the request and funding level. The committee shall then forward the request to the appropriate assistant director and the director for signatures.

The Committee on Faculty Benefits will make an annual report to the Friends of the Libraries and the Libraries faculty concerning the requests made and funds granted.

1. All faculty members and A & P personnel with administrative responsibilities in the OSU Libraries are eligible for funds, excluding the director, assistant directors, personnel librarian and faculty of the Law Library.

2. Generally, requests are funded for an amount between $20.00-$100.00.

3. Only one request per faculty member or A & P personnel will be considered at a time.

4. Highest priority will be given to librarians new to the field, who are encouraged to develop as active participants in national and regional professional organizations.

5. High priority will be given to those required to attend meetings, either at the request of the Libraries or as formal program participants.

6. Next priority will be given to professional activities directly related to the applicant's responsibilities within the Libraries.

7. Deadlines for submitting requests are
Applicants should submit requests as soon as possible to aid the Committee on Faculty Benefits in allocating funds before the end of the fiscal year.

THE OHIO STATE UNIVERSITY LIBRARIES
REQUEST FOR FACULTY DEVELOPMENT FUNDS

Fiscal year 19 - ____

Date submitted: _____

APPLICANT'S NAME _____ Soc. Sec. No. _____

POSITION AND DEPARTMENT _____

MEETING TO BE ATTENDED _____

_____ LOCATION AND DATES _____

INDICATE THE MEANS OF TRAVEL YOU WILL USE:

( ) AIR. Cost of economy air fare, round trip..... $ _____.__

( ) SURFACE TRANSPORTATION. Cost of bus/train tickets.....$ _____.__

( ) PERSONAL CAR. Mileage rd.trip _____ x $.12/mi .....$ _____.__

REGISTRATION FEE.....$ _____.__

COST OF ACCOMMODATIONS.....$ _____.__

AMOUNT REQUESTED.....$ _____.__

Please answer the following questions: Less amount recieved/ returned from other univ. sources $ _____

a) Are you required to attend this meeting? _____ If so, what form will your participation take? _____

_____

b) Is this your first professional meeting/conference? _____

c) How does this meeting/conference relate to your job responsibilities in the O.S.U. libraries? Or to other aspects of your professional development? _____

_____

_____

_____

d) Number of days of professional leave required: ____ Please pass this to your supervisor for his/her information and approval.

xxxx

APPLICATION for FUNDED TRAVEL: POLICY and PROCEDURES

Criteria for Travel Funding

Library personnel may request funding to attend local, state, regional, or national workshops, library organization meetings, vendor workshops or meetings, or management training or self-development seminars for the enhancement of library or search service skills, professional contacts, interpersonal or management skills, or service to the library profession.

Travel is sometimes required for library personnel to attend meetings as representatives of the University Libraries or for obligatory training or updating of skills essential to library operations.

Library personnel may attend meetings to deliver papers, participate in panel discussions, manage workshops, or to act as organization officers. committee chairmen or committee members.

Library personnel engaged in services and operations may require initial training and regular updating at vendor training sessions or other workshops.

Attendance at national, regional or state meetings of library or other organizations by library personnel can be a stimulating and useful experience and should be encouraged whenever funding permits. One or two of those who have never attended such meetings, and who wish to attend, should receive special consideration each year. While membership in organizations is usually not necessary for attendance at meetings, active organizational involvement may be an important factor in allocating funds.

It is assumed that scheduling within a department has been or can be arranged for a staff member to attend a meeting for which funding is requested.

Limits of Funding

The history of a travel fund applicant's travel may be used to predict future benefits to the University Libraries in funding travel. The total amount of money available for travel in any given year will govern approvals of travel requests or the amount allowed for each one.

Levels of Funding

Funding may range from full expenses to registration fees only. Table I shows our recommendations for levels of funding for various categories of requests. If money is limited, funding may be dropped to a lower level, with the proviso that travel required for University Libraries operations must

have first priority and should be fully funded. Article 24, section 1B of the current AAUP Collective Bargaining Agreement sets forth additional funding criteria applicable to members of the bargaining unit.

82

APPLICATION for FUNDED TRAVEL: PROCEDURES

- notification via Newsletter & Personnel Notes of date for submission of application for funded travel anticipated in the coming year (at least two weeks in advance)

- Forward Application for Travel Funds to department head for approval

- forward application from department head to director for approval

- forward approved applications to Committee on Funded Travel

- Committee forwards to Vice Provost its recommendations for funded travel, along with all other applications received.

- Vice Provost communicates in writing to each applicant the decision on the application(s) to the fund

- Conference with Business Manager to arrange flight reservations, as applicable

Table I.

		Full Expenses	Transportation Registration Lodging	Transportation Registration	Registration
Attendance required as library representative or for obligatory training		X			
Out-of-town meetings, workshops	Deliver paper	X		All travel to locations within 150 miles of Cincinnati should receive funding for transportation and registration only for one-day meetings.	
	Participate in panel	X			
	Manage workshop	X			
	Organization officer		X		
	Organization committee chairman		X		
	Organization committee member		X		
	Attendance, first time		X		
	Attendance, other			X	
Local	Workshops				X
	Vendor update sessions				X
	Training sessions				X
	Seminars				X

Since the funding necessary for local workshops, etc. is usually small, we recommend that requests for these should be separated from requests for more extensive travel funding for consideration.

DATE: _____

TO: (Department Head's or Director's name)_____

FROM: (Individual requesting travel funds) _____

Purpose of trip, e.g., to attend (name of conference/workshop, seminar)

_____

Justification (include such information as membership in the organization, offices held, and paper to be delivered) _____

_____

Destination _____

Inclusive dates _____

Airfare (or mileage at $.19 per mile) _____

Registration _____

Total funding requested _____

Please attach relevant information and forward to your Department Head or Director.

- -

	SIGNATURE	APPROVED		DISAPPROVED	DATE
Dept. Head					
Director					
Committee			$		
Vice Provost			$		

Total funding approved $_____

RUTGERS
THE STATE UNIVERSITY
OF NEW JERSEY

INTERDEPARTMENTAL COMMUNICATION

Rutgers University Libraries Travel Policy

1981/1982

The attached travel policy is based on an attempt to provide employees throughout the library system (paid from accounts under the jurisdiction of the University Librarian) with opportunities for professional enrichment. A primary goal is to encourage faculty to participate in regional, national and association conferences in their field of expertise and interest. The policy also seeks to provide staff with opportunities for development and for attendance at workshops and seminars offered by the University and other sponsors.

Application forms are available from your Unit Librarian. Please direct all questions on the travel policy to Bonita Grant or Michael Farley, Office of Personnel and Budget, extension 7505.

87

LIBRARY POLICY ON TRAVEL FUNDS

1981/1982

ADMINISTRATION OF TRAVEL FUNDS

Travel funds will be approved by each Unit Librarian with the exception of RLG/RLIN and administrative travel. Applications not signed by the Unit Librarian will be returned to the unit for approval and signature. All funding will be administered centrally.

APPLICATION OF TRAVEL FUNDS

1. Application for travel funds should be made in advance to your Unit Librarian. REIMBURSEMENT IS NOT GUARANTEED UNLESS PRIOR APPROVAL IS RECEIVED.

2. RLG/RLIN TRAVEL - Application for RLG/RLIN travel should be made in advance to the University Librarian. Forms are attached for this purpose. REIMBURSEMENT IS NOT GUARANTEED UNLESS PRIOR WRITTEN APPROVAL IS RECEIVED.

3. Faculty and staff members applying for travel funds are responsible for providing coverage to meet professional obligations to the unit and to colleagues in their absence.

TYPES OF TRAVEL

There are six types of travel under which you may apply. In 1981/82, faculty are permitted to combine invitational and faculty travel. If they apply under invitational and have funds available in their tenured or non-tenured allocation, they may charge the unpaid balance to their allocation.

I - Faculty Travel - Fiscal 1981-82

1. Up to $200 will be credited to each tenured librarian (academic and calendar year).

2. Up to $350 will be credited to each Librarian II, III or IV (academic and calendar year appointments).

3. Up to $150 will be credited to each Librarian V and part-time faculty member.

4. Terminal year librarians or those serving temporary appointments as lecturers are excluded from the above but may apply for administrative travel. Prior approval must be obtained from the University Librarian.

5. A librarian, who depletes his or her allocation (tenured or non-tenured) will be eligible for invitational, campus, RLG and administrative travel. Travel qualifying under these categories will not be deducted from the faculty allocation.

Travel funds will be allocated based on full cost of travel, registration fees and up to a maximum of $40 per diem for meals and lodging, supported by appropriate receipts.

The Unit Librarians will be responsible for administering and monitoring the "credits" for each faculty member.

II - Invitational Travel

Individual faculty members elected or appointed to state, regional and national office in library or related professional associations or serving as committee chairs or invitational speakers, who incur travel expenses as a result of such participation, will be reimbursed for 2/3's of the travel expenses, 100% of registration fees and 50% of meal and lodging expenses up to a maximum of $40 per day. Travel request forms submitted for this type of travel should state clearly that this is invitational travel.

III - Travel for Staff and Graduate/Teaching Assistants

Applications should be made by the unit head to Bonita Grant. These funds will be used for conferences, workshops, job training and development for all staff personnel. Each request will be considered on an ad hoc basis. When planning staff travel, it is important to obtain clearance from supervisors and to alert colleagues in advance of the travel day(s).

IV - Campus Travel

Reimbursement requests for campus travel for librarians and staff should be submitted to the Office of Personnel and Budget, attention Bonita Grant, after approval by the unit head. Funds will be used for travel between Newark/Camden/New Brunswick for the following purposes:

1. Internal library meetings: e.g. Library Faculty, A&P Committee, Library Assembly, Cabinet, Staff Development, etc. An application for travel funds need not be submitted for internal travel.

2. Workshops or seminars sponsored by RUL or the University, relating to job training, staff development, etc. A travel application is requested.

3. When planning inter-campus travel, the applicant should make appropriate arrangements for coverage in his/her unit.

V - RLG/RLIN Travel

All requests for RLG/RLIN Travel must be submitted to and approved by the University Librarian. They should be directed to Bonita Grant for processing and the Unit Librarian should be notified of the application.

VI - Administrative Travel

Travel required to carry out ongoing library operations or at the specific request of the University Librarian will be fully reimbursed. A travel application, signed by the unit head, should be directed to Bonita Grant for processing.

NOTE: University Regulation 63.5 regarding use of University Motor Vehicles is attached. If there are enough persons going to one conference to make it cost efficient to hire a University van, you must 1) complete a travel application form and send to Bonita Grant for approval, 2) obtain the Purchase Order Number and Account Number from the Library Budget Office, 3) follow procedure as noted in attached University Regulations and 4) supply the Library Budget Office with the necessary information to complete the Purchase Order.

REIMBURSEMENT IS NOT GUARANTEED UNLESS PRIOR WRITTEN APPROVAL IS RECEIVED.

PROCEDURES FOR OBTAINING TRAVEL REIMBURSEMENT

In all cases except Campus Travel (IV-1 of the 1981/82 Travel Policy), an approved travel application form must be on file in the Library Office of Personnel & Budget prior to the actual travel. The RUL Travel Policy is in addition to the University Travel Policy and Procedures. Please see University Regulations Section 6.1.10 for details.

CASH ADVANCES: A cash advance can be obtained if estimated expenditures exceed $100. A University Billhead should be completed at least 3 weeks prior to the travel. (See attached sample on how to complete billhead - use account numbers on sample.) Billhead should then be sent to Bonita Grant for processing.

TRAVEL AND BUSINESS EXPENSE REPORTS: These reports should be completed within 10 days after your return. They must be submitted within 45 days after your return or reimbursement is not guaranteed (including campus travel). A sample form is attached (use account number on sample). Please include receipts whenever possible. Original receipts must be enclosed for lodging expenses regardless of cost and any other itemized expense of $25 or more. Expenses will not be reimbursed if receipts (or a copy of both sides of your cancelled check) are not included as mentioned above.

Itemize all of your expenses even though you are not requesting reimbursement for the total amount. See attached "Instructions for Completing Travel and Business Expense Report Form" for specifics on completing form.

The "Requestor's Signature" should be signed by the applicant. The Unit Librarian must initial "Certified Correct" line or the form will be returned. The form should then be forwarded for processing to:

Bonita Grant
Library Office of Personnel & Budget
Alexander Library
CAC

MF/BG/NH/dwh
6/23/81

HIGHLIGHTS OF UNIVERSITY REGULATIONS FOR TRAVEL
(For specific regulations, see
University Regulations: 6.1.10 a-f, Appendix 6 5 and Appendix 6.10 a&b

1. When you travel, keep a record of expenses and save the receipts. Original receipts or copies of your cancelled checks (both front and back) must be submitted for lodging expenses regardless of cost, plus any itemized expenses of $25.00 or more.

2. Travel by the most direct, economical, and usually traveled route. If you travel by another route, explain why this was necessary.

3. If you are temporarily assigned to work at a location further from home than your official work station, you may request reimbursement for additional mileage you must travel each day.

4. For airline travel, you may request reimbursement only for standard accommodation (less than first class).

5. No reimbursement will be given for parking at an airport, train station, or bus station if the parking fee is greater than the cost of public transportation from your home to the parking lot.

6. For train travel, you may request reimbursement: for coach accommodation if the trip is less than 200 miles one way; for a seat in parlor car if the trip is over 200 miles one way; and for a standard berth if the trip is overnight. (For purposes of this provision, Washington D. C. will be considered less than 200 miles one way).

7. When you drive your automobile on University business you will be reimbursed at the rate of $.18 per mile (unless a bargaining unit contract specifies otherwise) plus parking and toll charges. If you travel to a point beyond 300 miles, you will not be reimbursed an amount greater than the cost of air coach travel to the same point.

8. You may request reimbursement for overnight lodging on out-of-state trips of over 100 miles one way. Specific exceptions within New Jersey and nearby New York and Pennsylvania locations may be authorized by a department chairperson or higher administrative officer for reasons such as: multiple day conferences where commuting is inappropriate; particularly early, late or multiple day field assignments for which overnight lodging is deemed appropriate. (Explanation of such must be included on the reimbursement report). Each traveler should register under his/her own name and pay the bill upon departure.

9. No reimbursement will be given for meals purchased while in New Jersey, New York City or Philadelphia unless the cost of the meal is associated with the charge of a meeting, convention, or other event. See separate policy for business meal reimbursement.

10. On out-of-state travel of over 100 miles one way, meals and gratuities are reimbursable.

MF/pap

RUL: APPLICATION FOR TRAVEL FUNDS, 1981/82

APPLICANT'S NAME: _____/DATE: _____

LIBRARY: _____/UNIV. PHONE: _____

POSITION: _____
(rank & title)

DATES OF TRAVEL: _____/_____
(inclusive dates) (destination)

_____
(purpose)

_____

TYPES OF TRAVEL: (Check one only)

Faculty: tenured ( ) non-tenured ( ) part-time ( ) _____%

Invitational ( )

Staff ( )

Campus ( )

RLG/RLIN ( )

Administrative ( )

ESTIMATED EXPENSES: Please give dollar amount for each anticipated charge-e.g.: transportation, meals, lodging, etc.

Approval of Unit Head: _____/Date _____
(signature required for all types of travel)

Approval of Personnel Librarian: _____/Date _____
(signature)

Approval of University Librarian: _____/Date _____
(signature)

Maximum reimbursement approved: _____

Partial reimbursement approved: _____

Disapproved: _____/Date _____

Explanation: _____

_____

Submit completed applications to: Bonita Craft Grant
Library Administrative Offices
Rutgers University Libraries, New Brunswick

BCG:lac
#37

PROFESSIONAL TRAVEL

The following Library policy conforms to University policy as set forth in the Treasurer's Office Manual, 1975 (Travel, No. 301). Attention is also called to the Yale University Travel Guide, June 1976 (see appendix A).

Professional travel is defined as trips taken by individual staff members primarily for the purpose of attending professional meetings. Attention is called to University policy: "Individual membership in professional or other such associations with which the University is not formally affiliated may be useful to some University administrative employees in effectively carrying out their assigned tasks." In such instances, the Library may provide a travel grant if it is approved by an Associate Librarian. Funds are granted through the Librarian's Office from the Administration budget.

Subject to the availability of funds, the Library will contribute to one trip to a professional meeting per year per individual, under the following conditions:

1. To be eligible for a travel grant a staff member must be employed by the University at the time of the trip and be expected to continue in the employ of the University.

2. Membership is generally required in the particular organization. When funds are limited, preference will be given to individuals holding committee assignments, presenting papers, or participating in programs.

3. A travel grant will be approved for one purpose and individual only and may not be transferred without review by the appropriate Associate Librarian.

4. A travel grant may not be used to supplement or replace other available support for attending professional meetings.

5. Travel grants will be made only for attendance at meetings held outside a 100-mile radius of New Haven and, except in very unusual circumstances, within the continental United States.

Applications for professional travel grants will be invited by memorandum from the Associate University Librarian's Office early in September each year. They should be submitted to the appropriate Associate Librarian on the standard form available in the Associate University Librarian's or Library Business Manager's Offices (see accompanying sample). The Associate Librarians will sign the applications of those that are judged worthwhile and meet the conditions stated above and forward them to the University Librarian's Office for approval.

If a request for a grant is approved, the Library will grant a percentage of the tourist air fare from New York City to the airport closest to the meeting and return, plus the cost of limousine service

and other connecting transportation. The exact amount will be determined by the number of requests received and the travel distances of the meetings in a given year. In no event will the grant exceed $300.

Where a staff member needs an early decision on a travel grant (before September) the application should be submitted to the appropriate Associate Librarian before the call for applications for processing as described above.

Ten per cent of the professional travel budget will be held as a contingency for the award of grants for worthwhile purposes that meet the conditions stated above and that cannot be anticipated as early as September. Applications for these later grants should be submitted for processing in the same manner as all others.

Accompanying the written notification of the grant award will be the appropriate travel forms and samples for aid in completing them. The various forms are:

Travel Requisition — Complete this form to make air and rail arrangements. After getting the signature authorization of the appropriate Associate Librarian, forward the travel requisition to the Library Business Office for processing.

1. In the case of air travel, the total charge on the requisition will nearly always be equal to the amount of the grant award. When this is the case, the requisition is the only paperwork required of the traveler.

2. When rail travel is requisitioned and the fare is less than the amount of the grant award, the balance of the grant may be obtained by following the travel expense report procedure outlined below.

3. Should the amount of the grant be less than the total air fare charge, the requisition is still used. The Library Business Office will note the grant amount on the form along with the charging instructions, and the individual will pay the balance when the tickets are received.

Travel Expense Report

If travel by private car, bus, or chartered transportation is elected, reimbursement to the limit of the travel grant can be obtained after the trip via the travel expense report. The past practice of reimbursement for subsistence on a per diem basis was abandoned by the University as of April 15, 1976. It is imperative that you submit receipts for hotel, meals, registrations, etc. equivalent to the amount claimed. After obtaining the signature authorization of the

appropriate Associate Librarian, forward the report to the Library Business Office for processing.

Travel Advance Request

Travel advances should be obtained only when necessary. They are not intended to provide funds for direct purchase of air or rail tickets. A travel advance request form must be prepared in order to request money for travel. Please allow two weeks' time for the form to be processed and the funds issued. Forms are available from the Business Office only. (A sample follows this section.)

When an advance is taken out from the University, a traveler must complete a travel expense report within ten days after he returns from his trip to account for the advanced funds. Requirements for itemized expenditures and receipts are the same, regardless of whether you are accounting for an advance or seeking reimbursement.

* * * * * * * * * * * * *

In keeping with general University policy, all travel arrangements must be made through authorized Yale travel agents unless an exemption has been obtained in writing from the Office of the Director of University Operations.

Staff members should not accept committee appointments on the assumption that this will always mean paid travel to meetings.

2/1/76
Revised 3/10/77
1/03/78
4/15/81

YALE UNIVERSITY LIBRARY

REQUEST FOR A TRAVEL GRANT

Date _____

Name _____ Title _____ Department _____

Meeting Attended _____ Where? _____

Dates of Attendance _____

Your Function at Meeting (e.g. read paper) _____

Are You a Member of the Sponsoring Association? _____

Was Travel Supported by Any Other Group? _____

Do You Have a Research Grant? _____

Date of Last Travel Grant to You by Yale _____

Are You Currently Employed At Yale? _____ On Leave? _____

Lowest cost round-trip air fare	$_____
Connecting Transportation	$_____
TOTAL (not to exceed $300) (Round off to nearest $5)	$_____

To Be Paid To _____ Address _____

_____

Source of Funding _____

Approved _____
Associate Librarian

97

Approved _____
Librarian's Office

Revised: 3/6/78
6/2/80
2/4/81

UNIVERSITY OF CALIFORNIA LIBRARY
Riverside, California

ADMINISTRATIVE MEMORANDUM NO. 11

Travel Guidelines and Procedures

The Library's travel budget is subdivided to support four distinct types of activities: Administrative travel; required training programs; workshops, seminars, and conferences; and academic recruitment. These guidelines are intended to support travel as fully as possible within budgetary limitations.

ALL travel which involves release time and/or funding requires advance approval by the University Librarian. Approval shall be obtained by submitting requests on the Library's Travel Request Form (attached).

It is the traveler's responsibility to submit the Travel Reimbursement Form (attached) with all receipts to the Library Personnel Office for preparation of the Travel Expense Voucher within five days of completion of the trip.

All travelers for whom release time and/or funding have been provided will be expected to complete the Library Travel Report Form (attached) within three weeks of return from their trip.

I. Guidelines

A. Administrative Travel. All allowable expenses (airfare, surface transportation, per diem or meals when applicable,* etc.) are reimbursed for members of Systemwide and Library Council committees, LAUC delegates and other LAUC members with Systemwide assignments, LASAC representatives, and any travel required as part of one's assignment. Occasionally, the University Librarian will authorize travel in this category as an assignment to attend a conference or workshop that would ordinarily not be attended but that would be of direct benefit to the Library. In this case, full funding will be provided. A Travel Request Form must be submitted for every trip, although once committee assignments are accepted and communicated to the University Librarian, requests are routinely approved.

B. Required Training. All allowable expenses (as described in "A") are reimbursed for those required to attend training programs. Such programs are considered necessary for the successful performance of job responsibilities (for example, data base training programs for those who conduct computerized literature searches).

C. Workshops, Seminars, and Conferences. Funding is limited to round trip transportation (airfare and surface travel to and from the airport, or a University car; or mileage reimbursement, not to exceed the cost of round

*Reimbursement will not be made if the travel requires only the purchase of one meal, e.g., lunch for a one-day meeting.

trip airfare) and registration. If more than one person requests support for the same workshop, seminar, or conference, the University Librarian may limit approval of requests, based upon the content of the meeting and limitation of Library funds. Generally, funding for out-of-state professional conferences will be limited to one such meeting per person per year.

D. Recruitment. Those candiates who have been identified as "final" candidates by the Search and Screening Committee and have been invited to UCR by the University Librarian, will be reimbursed for all allowable travel expenses (as described in"A"). If the Search and Screening Committee interviews a candidate during breakfast, lunch, or dinner, cost of the meal for one committee member and the candidate will be reimbursed up to the maximum amounts permitted by University regulations. All expenses (as described in "A") will be reimbursed for UCR Library Officers who have been asked by the University Librarian to travel for recruitment purposes.

II. Procedures

When the category of travel has been determined, the traveler should follow these procedures:

A. Submit Travel Request Form in triplicate to supervisor.

Immediate supervisor and department head should be informed, in writing, with a copy to the University Librarian, of any library, campus, Library Council, Systemwide, or other UC committee or recognized organizational assignment which will require travel funding and/or release time for meetings.

B. Supervisor indicates approval or denial of request and forwards to department head, if appropriate, for review and determination of approval or denial.

C. Supervisor/Department Head forwards to University Librarian. The UL will be provided with a travel log for each traveler indicating trips made and trips planned to determine approval/denial of request.

D. UL returns request to employee, along with Travel Reimbursement Form and Travel Report Form, if request is approved. Upon receipt of approved request, traveler makes travel arrangements.

1. Airline Tickets. If traveler wishes the University to pay for airline tickets prior to the trip, traveler will make reservations with a local travel agency and request that they bill the University.

2. Registration. If the traveler wishes to have the registration fee paid before a conference or seminar, a completed registration form should be sent to the Travel Coordinator, who will request that a check be sent to the sponsoring organization.

3. University car. Traveler will arrange with the University Garage for the use of a University car and inform the Library Budget Office (X4617) so a recharge may be sent.

4. Travel Advance. When necessary, a travel advance may be requested prior to a trip. Request should be made through the Library Budget Office.

E. Upon return from trip, traveler submits completed Travel Reimbursement Form, with appropriate receipts, within five working days. The Travel Report Form should be submitted within three weeks after completion of trip.

TRAVEL REQUEST FORM

Submit in Triplicate

Revised May 1980

Name of Traveler_____ Today's Date_____

This form is to be completed for ALL travel which involves release time from work and/or funding, and should be sent to the University Librarian for approval.

Name, Date, and Location of Meeting, Conference, Workshop, Etc.:

Other Library Employees who will be attending, if known:

Justification:

Approved by: Supervisor_____ Line Officer_____

Traveler is Requesting: (Check one)

	UL'S APPROVAL:
☐ Release Time Only	☐
☐ Administrative Travel (All allowable expenses, airfare, surface transportation, per diem, meals, etc.) TO BE USED BY THOSE IN AN ADMINISTRATIVE POSITION ONLY.	☐
☐ Required Training (All allowable expenses) Training which is considered necessary for the successful performance of job responsibilities, i.e, Searching, OCLC or CLSI Training, etc.	☐
☐ Workshops, Seminars, and Conferences Circle Request For: Airfare and surface travel to and from the airport; or University Car; or Mileage Reimbursement (Not to exceed the cost of round trip airfare) Plus registration fee.	☐
Specify TOTAL Anticipated Expenses $_____	NOT APPROVED ☐

This form will be returned to you with the University Librarian's decision as indicated by the marked boxes in the "UL's Approval" column. When you return from your trip, (1) IT IS YOUR RESPONSIBILITY TO SUBMIT THE TRAVEL REIMBURSEMENT FORM WITH ALL RECEIPTS TO THE LIBRARY PERSONNEL OFFICE FOR PREPARATION OF YOUR TRAVEL EXPENSE VOUCHER WITHIN 5 DAYS OF COMPLETION OF YOUR TRIP AND (2) COMPLETE THE UCR LIBRARY TRAVEL REPORT FORM ON OR BEFORE THE DUE DATE.

Reason for Denial:

Additional Comments: 10.

NOTE: IT IS YOUR RESPONSIBILITY TO INFORM THE LIBRARY PERSONNEL OFFICE, AS SOON AS POSSIBLE, IF THE CONFERENCE, WORKSHOP, ETC. IS CANCELLED OR YOU CHOOSE NOT TO ATTEND!

TRAVEL REIMBURSEMENT FORM

THIS FORM IS TO BE COMPLETED UPON COMPLETION OF YOUR TRIP. PLEASE ATTACH RECEIPTS TO THIS FORM AND SEND TO THE LIBRARY BUDGET OFFICE FOR COMPLETION OF YOUR TRAVEL EXPENSE VOUCHER NO LATER THAN 5 DAYS AFTER YOU RETURN FROM YOUR TRIP. PLEASE STATE WHERE EXPENSES WERE INCURRED AND DOLLAR AMOUNT WHERE PRACTICAL.

YOUR NAME_____

DATE AND TIME LEFT HOME_____

DATE AND TIME RETURNED HOME_____

DID YOU USE A RENTAL CAR, UNIVERSITY CAR, YOUR OWN CAR OR ANOTHER SOURCE?_____

IF YOU USED YOUR OWN CAR, LICENSE NUMBER_____

NUMBER OF MILES TRAVELED ROUND TRIP_____

PARKING_____

TOLLS_____

TAXI_____

BUS_____

RENTAL CAR_____

REGISTRATION_____

HAS THIS AMOUNT ALREADY BEEN PAID BY THE UNIVERSITY?_____

LODGING_____

MEALS (UNDER TYPE PLEASE SPECIFY BREAKFAST, LUNCH OR DINNER)

DATE_____ TYPE_____ $_____

DATE_____ TYPE_____ $_____

DATE_____ TYPE_____ $_____

DATE_____ TYPE_____ $_____

DATE_____ TYPE_____ $_____

DATE_____ TYPE_____ $_____

MISCELLANEOUS EXPENSES:

TYPE_____ AMOUNT_____

TYPE_____ AMOUNT_____

TYPE_____ AMOUNT_____

PLEASE SUBMIT THE FOLLOWING RECEIPTS WITHIN 5 DAYS OF COMPLETION OF YOUR TRIP.

MEALS	AIRLINE TICKETS	LOCAL TRANSPORTATION IF OVER $5.00
PARKING	REGISTRATION	MISC. ITEMS IF OVER $15.00
LODGING	RENTAL CAR	

UCR LIBRARY TRAVEL REPORT Date Due _____

Name _____

I. I attended _____ which was sponsored by _____ and held in _____ on _____.

II. Briefly summarize significant issues and/or trends which were highlighted in this program.

III. Were there any outcomes or conclusions which you feel are beneficial either as general knowledge or for special application in our Library?

IV. What was your general impression of the program? Would you recommend it to other members of the Library staff?

V. Are cassette recordings of the proceedings available? _____ If yes, do you recommend acquisition? _____

If you received handouts which would be of interest to Library staff, please attach copies and they will be placed on the Library Administration Reading Shelf.

TEXAS A&M

POLICY STATEMENT #4

GENERAL GUIDELINES FOR TRAVEL FUND ALLOTMENTS

1. Travel funds should be divided among Administration, Collection Interpretation and Collection Development. Each fund should be based on a proportional system which considers the number of professionals within the section and special demands made upon it. However, funds are not limited to use only by faculty members. The amount of money allocated to each unit shall be determined by the director.

2. Required trips as defined by the director or the assistant directors should be fully funded whenever possible. All other travel should be funded to the extent of transportation costs only. Travel within a 200-mile radius of TAMU will not normally be funded.

3. When funds are available, in certain cases registration fees for workshops and conferences will be paid.

4. Three types of travel are recognized:

   a. Administrative -- Trips to represent Texas A&M University in some official capacity, trips to examine potential purchases by or gifts to Texas A&M University, and trips to pick up materials purchased by or given to Texas A&M University.

   b. Professional Development -- Trips to workshops, institutes, and meetings of professional organizations. Funding will not normally be approved unless the requestor is a member of the sponsoring organization.

   c. Research -- Trips to collect information related to a research project. They are not to be funded from travel funds but may be included in research proposals and funded through this source.

   Announcements of conferences, workshops, meetings, etc. should be posted so that all interested persons can apply for travel funding.

5. Application for travel funds should be made as early as possible, preferably no later than three weeks before the travel is to take place. The proper travel request form should be completed and submitted to the appropriate administrative officer (see attached). Unless the application is submitted and approved prior to the trip, funding will be approved only in very unusual circumstances. Applications should be submitted in duplicate.

6. The appropriate administrative officer shall review all travel requests and recommend approval or denial and forward the request to the director. Consideration may be given to the importance of the travel to the Library and to the individual and to the amount of travel funds the individual has received previously.

7. Applicants shall be notified in writing regarding the approval or denial of the request as soon as possible, preferably two weeks before the proposed trip.

8. The director shall prepare and distribute to the faculty a report in February and September on the distribution of travel funds, indicating how much has been spent, by whom, and for what.

9. Every individual receiving travel funds for a professional development trip shall submit a written report on the trip to the director for routing to the Library faculty. Reports shall be submitted as soon as possible after returning.

10. Because of the arrangements with local travel agencies to bill the Evans Library direct for airline fares, local transportation charges will not be paid except in unusual circumstances because of the necessity of processing a second voucher for such a request.

11. Transportation only for HARLiC meetings will be paid for the representatives on HARLiC committees.

12. The policy for job applicants for Library faculty positions is as follows:

    a. When inviting a candidate for an interview, only transportation will be paid; per diem will not be paid.

    b. Only one candidate will be interviewed for a position. The person who is the majority's first choice will be invited. If that person declines or if during the interview the candidate is found to be unsatisfactory for the position, then a second person will be invited.

    c. Attendance at professional meetings will be used to do considerably more screening, especially to determine which are worthy candidates to be invited for an interview on campus. Interviews at such meetings will be used as an opportunity to either select people to fill beginning positions or to combine this interview with a conference telephone interview.

PROFESSIONAL DEVELOPMENT TRAVEL REQUEST FORM

NAME_____ S.S.#_____

UNIT_____ RANK_____

MEETING YOU WISH TO ATTEND, LOCATION, AND DATES:

DEPARTURE TIME_____ RETURN TIME_____

ARE YOU AN INDIVIDUAL MEMBER OF THE SPONSORING ORGANIZATION? ___Yes ___No

APPROXIMATE COST OF TRANSPORTATION: $_____
APPROXIMATE COST OF PER DIEM: $_____
TOTAL FUNDS REQUESTED: $_____
TOTAL FUNDS APPROVED: $_____

REASON FOR REDUCTION:_____

_____

JUSTIFICATIONS FOR ATTENDING AND BENEFIT TO TEXAS A&M UNIVERSITY:

LAST TRIP AT UNIVERSITY EXPENSE (ORGANIZATION, LOCATION, DATES):

LAST TRIP AT PERSONAL EXPENSE (ORGANIZATION, LOCATION DATES):

OTHER TRIPS DURING PRECEDING TWELVE MONTHS:

SIGNED_____ DATE_____

APPROVAL RECOMMENDED_____ DENIAL RECOMMENDED_____

APPROVAL RECOMMENDED_____ DENIAL RECOMMENDED_____

APPROVED_____ DENIED_____ DATE_____

Upon return to work, submit receipts to the Budget Office.

ADMINISTRATIVE TRAVEL REQUEST FORM

NAME_____ UNIT_____

S.S. #_____ RANK_____

DEPATRURE TIME_____ RETURN TIME_____

REASON FOR PROPOSED TRIP, INCLUDING BENEFIT TO TEXAS A&M:

APPROXIMATE COST OF TRANSPORTATION: $_____

APPROXIMATE COST OF PER DIEM: $_____

TOTAL FUNDS REQUESTED: $_____

TOTAL FUNDS APPROVED: $_____

SIGNED_____ DATE_____

APPROVAL RECOMMENDED_____ DENIAL RECOMMENDED_____

APPROVAL RECOMMENDED_____ DENIAL RECOMMENDED_____

APPROVED_____ DENIED_____ DATE_____

Upon return to work, submit receipts to the Budget Office.

107

9/78

0239 Eligibility for Travel Fund Awards

1. All library faculty, both full and part time, may apply for travel funds.

2. The "University Faculty Travel" grant for 75% of airfare for one professional meeting each fiscal year is a University faculty perquisite and as such is separate from the library travel funds.

3. Administrative travel for the Director of Libraries, which is provided for in other ways, is excluded from consideration.

4. Administrative activities of those individuals who officially represent the University of Colorado Libraries at a meeting or activity or who attend a meeting or activity at the request of the administration are excluded from consideration.

0241 Criteria for Awarding Travel Funds

1. The funding of individual travel requests will be adjusted according to the funds available and the demands placed upon them. An attempt will be made to distribute travel funds equitably over the years. A faculty member may not receive more than one grant in a fiscal year. It is anticipated that the budget shall allow only partial funding of each activity.

2. The activities supported by the fund must be for professional growth and development of the individual and for improvement of library service. The intent is to fund activities of a continuing education nature. There will be no restrictions on the number of faculty members awarded travel funds for any one program. Library faculty shall not ordinarily be given travel fund awards for the purpose of attending the midwinter or annual conferences of professional associations. Travel fund awards for fees and per diem only may be requested for pre-conference and post-conference institutes.

3. Applications shall be made for transportation out-of-state but within the continental United States, including the domestic portion of international transportation. In-state travel shall be considered only for exceptional circumstances.

4. Travel funds may be granted for transportation, registration and fees, and established per diem expenses.

5. Primary consideration shall be given to requests from the following (not necessarily listed in order of priority):

   a. Members of units planning to attend activities focused on the special concerns of their units.

   b. Library faculty beginning their careers.

   c. Library faculty who have not received assistance in the privious year.

6. Library faculty may apply only for travel funds not covered by outside support.

0243 Mechanics

1. Applications shall be made as early as possible to the Travel Committee on a "Travel Fund Request Form;" the application must be signed by the applicant's supervisor. Literature describing the program for which travel funds are requested must accompany the application.

2. The Travel Committee shall meet each month as necessary for consideration of and decisions on travel funding requests. The Travel Committee shall judge each application on the basis of the Criteria for Awarding Travel Funds (0241, above) and currently accepted Faculty Travel Guidelines. Funds shall be distributed throughout the year. All travel funds shall be expended by the end of the fiscal year.

3. Awards shall be announced by the Travel Committee.

4. A brief, written report shall be submitted by the award recipient to the Travel Committee within two weeks after returning to work.

5. Award recipients are required to present receipts for transportation, registration and fees, and per diem expenses to support the amount of the award.

THE LIBRARY
UNIVERSITY OF TORONTO

C.L.A.M./ 1

March 3, 1982

Memo to: Associate Librarians and Department Heads

From: David G. Esplin, Acting Chief Librarian

Copies to: all other members of Library Advisory Council

Re: Staff Development Funding for Conferences, etc.

A. Introduction

The Library encourages staff members to attend and to participate in continuing education opportunities such as conferences, workshops, seminars and other related meetings. Such involvement is a desirable aspect of staff development and, as such, may be subsidized by the University of Toronto Library in accordance with these Policies. Supervisors should encourage staff members to apply for staff development funding whenever appropriate. Junior staff members are especially encouraged to request such funding.

While this document outlines policies for the provision of funding for staff development, its scope does not extend to travel and/or conference attendance at the request of, or on behalf of, the Library. The latter is considered official library business and is not subject to these policies.

Information on upcoming staff development activities is available for all staff members in the Training and Development Office, Robarts Library and notices regarding various events appear regularly in the Library's Staff Bulletin.

B. Consideration for the Granting of Funds

a) Relevance and significance to the interests of the Library.

b) Relevance and significance to an individual's work and career development (NOTE: Opportunities outside the usual stream of library conferences and workshops will also be given consideration).

c) Nature of involvement:

1. officer or executive committee member.

THE LIBRARY
UNIVERSITY OF TORONTO

c) Nature of involvement (cont'd)

2. presentation of an address or paper or participation in a panel.

3. committee member.

d) Membership in organization (where appropriate).

e) Attendance of other library staff members

f) Distance involved.

g) Other financial support received by the individual during the fiscal year.

C. Financial Support

Since there are insufficient funds to cover all approved requests, funds will be distributed in the most equitable manner possible. A representative from the LAC Committee on Training and Development will advise the Personnel Librarian on the allocation of funds.

D. Application for Staff Development Funds: Procedures

NOTE: Applications for release time only may be handled fully by the Department Head.

1. Applications to attend conferences, workshops, seminars, courses or other activities related to staff development must be submitted on the prescribed form, available from the Library Personnel Office.

2. Applications must be submitted through the staff member's Department Head (or, in the case of a Department Head, to the Associate Librarian).

3. As early in the fiscal year (May 1 - April 30) as possible staff members should give their Department Heads an indication of the meetings they wish to attend.

4. Department Heads will forward requests for funding to the Associate Librarian who will, in turn, forward them with recommendations to the Personnel Librarian.

5. The Library Personnel Office will inform the staff member and his/her Department Head and Area Head in writing the outcome of the request, with an explanation.

THE LIBRARY
UNIVERSITY OF TORONTO

E. Reimbursement

The following are in accordance with University policies which are subject to change:

1. Reimbursement of expenses will only be granted for requests which have received prior authorization.

2. Advances may be granted when requests for funding exceed $100.00.

3. Reimbursement depends on the submission of a full description of expenses, including receipts for transportation, accommodation and fees, not later than two weeks after return to the Library.

4. Transportation costs will be repaid for travel by the most economical means and will include transportation to and from airports. Automobile kilometerage will be paid at the rate set by the University.

5. Accommodation costs will be repaid, on submission of receipts, for actual cost of room and attendant taxes.

6. Fees for workshops or similar meetings, or conference registration fees will be repaid upon submission of receipts, (NOTE: Where such fees include prepayment of accommodation and/or meals, reimbursement for these will follow the policies established for the Library).

7. Receipts are not required for reimbursement of meal costs. The maximum amount will be the per diem rate established by the University.

8. Incidental expenses include cab fares and public transportation costs.

9. When an association or agency outside the Library provides or offers reimbursement in whole or in part for expenses, staff members should accept such reimbursement. If it is less than would be available under the Library's policies, the staff member may request additional funds from the Library.

F. Responsibilities of the Recipients of Funds

Each workshop/conference attendee will be required to present to his appropriate colleagues either a brief oral or written report. Travellers are also encouraged to submit brief written reports to the University of Toronto Library Staff Bulletin.

McGill University
Montreal, Quebec
March/82

4. TRAVEL FUNDS

Travel funds provide assistance towards the cost of transportation, conference and workshop fees, and may include reimbursement for some accommodation, meals and taxi expenditures. The guidelines for consideration of application for funding are as follows:

1) It is understood that staff attendance at conferences, etc. during the normal work week shall be considered to be on University time.

2) It is understood that staff applying for travel funds for conferences shall normally be members of the association giving the conference. Those funded to attend a workshop or conference are expected to provide a copy of the papers or working documents of the conference, or a brief report of the highlights of sessions they attended. In cases where several staff members attend the same function, a joint comment can be prepared. These reports should be submitted to the Director of Libraries through the Area Librarians, and will be made known to interested staff through the McGill University Libraries Gazette.

3) In the case of conferences or workshops which limit the number of participants from a single institution, the Director will consult with the appropriate Area Librarian(s) before applications are approved.

4) Staff members shall apply through their supervisors to the appropriate Area Librarian for funding as far as possible in advance of the proposed trip.

5) Staff members whose applications for funds have been approved may, if required, request an advance to cover approved travel expenses. These should be requested at least four weeks before the departure date. The appropriate 'Request for Travel Advance' forms should be sent to the Library Business Office in the Office of the Director of Libraries.

6) Conference and workshop fees are reimbursed in full.

7) The per diem and mileage allowance will be made known in advance of each fiscal year.

8) Definition of Reimbursable Expenses

   a) The minimum reimbursable amount is $15.

   b) Within a 200-mile radius of Montreal, transportation will be reimbursed based on the economy rail or bus fare, or mileage charges no greater than the equivalent economy rail fare. However, when several persons travel in the same car the amount available is increased to the maximum mileage allowance for that location, i.e. the rail fare times the number of persons, or the mileage allowance, whichever is less.

c) For distances beyond the 200-mile radius, reimbursement will be based on economy air fare (this is interpreted to be the most reasonable flight available) or rail fare, as appropriate, or on mileage charges at the current University rate, which do not exceed the economy air fare.

d) Per diem allowance includes accommodation, meals, and all other transportation costs outside the basic air, rail or bus costs.

e) Reimbursement is based on the number of nights away from Montreal, and receipted expenses are to be provided up to the per diem allowance. In cases where a staff member travelling under Category 1, 2, or 3 does not incur hotel or other accommodation costs, half the per diem allowance is available for receipted meals or other expenses.

f) All requests for reimbursement must be accompanied by receipts.

9) In the case of staff holding posts in associations or participating in conferences which will pay part or all of their expenses, the library will reimburse them the difference (if any) between the amount they will receive and the amount they would have received from the library as outlined above (exclusive of honoraria).

10) There are four categories of funding.

Category 1

Staff travelling on approved library business. In such cases all reasonable expenses will be reimbursed (transportation, accommodation, taxis, meals).

Category 2

Staff members who are on the executive of a library association, a chairman of a committee, or participating in a conference program as a panelist, speaker, etc.

Reimbursement shall be 100% of travel costs, and a per diem allowance, as outlined in 8) d) and e).

Category 3

Staff members wishing to attend conferences, committee meetings, workshops, etc. Reimbursement shall be equivalent to the cost of one way transportation, and a per diem allowance, as outlined in 8) d) and e).

Category 4

In some cases, the amount available for travel assistance may not be based on categories 1, 2 or 3, but may be a specific grant, which must also be reimbursed by receipted expenses.

11) Within ten days of their return, staff members shall provide the Library Business Office with receipts for any expenses claimed.

12) Staff members whose applications for funds for conference attendance, etc. have not been approved may apply through their supervisors to the appropriate Area Librarian for permission to attend on University time at their own expense.

PERSONNEL POLICY AND PROCEDURE - No. 2, Jan. 22, 1975[a]

Released Time and Use of Travel Funds

Introduction.

1. The University allows administrative units to allocate funds to reimburse staff for travel to events outside the city limits provided it is determined such activity benefits the University or develops the individual's professional capacity. If approved by appropriate administrative office, released time may also be provided

1.2. A travel budget is prepared each year with estimates of the amount of travel that is expected in each of the following categories (i) necessary official attendance or representation by Library staff, or, on occasion, individuals outside the University, at meetings, events, or other activities which affect the University, or at which information about the University needs to be conveyed or from which information for the University needs to be secured, (ii) attendance at meetings for professional reasons by staff.

1.3. The following policy will apply with respect to securing released time and on the use of funds in each of the above categories.

2.1. Official functions. Ordinarily, the Office of the Director of Libraries determines whether the University will be represented at official functions. Requests with recommendations to secure released time and to be reimbursed for out-of-state travel must be approved by the Office of the Director. Requests with recommendations to secure released time and to be reimbursed for travel outside of the United States must be approved by the Office of the Director and the Office of the Provost or Senior Vice President for Administration and Finance.

2.1a. The decision as to whether the University will be represented at official functions will be based on (i) the importance of the activity to the Library System, (ii) the ability and appropriateness of the individual to serve as the Library System's representative, and (iii) the availability of time of staff member(s) for released time.

2.1b. Under certain circumstances attendance at some functions by staff, which strictly speaking might be categorized as personal professional development, might result in direct benefit to the Library System because of the knowledge acquired by the staff member or because the staff member has scholarly or professional responsibilities which an institution such as WSU should promote. An example of the latter is that the staff has been elected to an office in a scholarly or professional society. An example of the former is a special seminar,

[a] Originally issued as Library Staff Memo No. 111, dated May 17, 1974.

workshop or course which will allow an attendee to develop skills and expertise not held by the Library Staff. These events are special occasions and are usually announced sufficiently early to permit budgeting the cost to support such activity. Individuals should submit requests to the Office of the Director of their intention or requirement to participate in such activities with a statement of costs. Essentially the same criteria as described in 2.1.a. will be used to determine if the cost of activity will be submitted as a budget request or as a request for reallocation of budgeted funds.

2.1c. Reimbursement will be confined to travel, lodging, registration fees, and other expenses allowable under University regulations.

2.1d. A report of the accomplishment and information acquired will be submitted to the Office of the Director within one month after the return of the staff member for which released time and/or travel funds have been provided. At the discretion of the Office of the Director, the report may be distributed to appropriate individuals in the University, or a request made that an oral report also be given to designated groups. The report will be filed in the staff member's personnel record maintained in the Office of the Director.

2.2. Professional development. Each year a specific sum will be budgeted for use by the Library Staff to be used to attend professional meetings and functions. Recommendations and approval must be made in the same manner as described in 2.1.

2.2a. Applications for attendance at events for which released time and/or reimbursement is requested must be submitted to the Office of the Director, (i) indicating reason(s) for the individual to attend the event and (ii) indicating approval has been given by the Department Head.

2.2b. Reimbursement will be made for any allowable item as per University regulations up to the amount approved on the Request for Prior Approval of Outside Activity and Authorization for Reimbursement (AAR) form.

2.2c. Written reports of the activity will be made to the department with a copy to the Office of the Director for placement in the staff member's personnel record file.

3.1. The use of funds for travel from restricted funds are determined by the conditions under which the travel funds were allocated. Request for absence must be recommended and approved in the same manner as described in 2.1. Use of travel funds must be approved by the Project Director of the restricted funds and countersigned by the Office of the Director.

UNIVERSITY OF MIAMI

RICHTER LIBRARY PROFESSIONAL TRAVEL POLICY GUIDELINES

The purpose of this professional travel policy is to encourage participation by library faculty in workshops, seminars and professional meetings that will be beneficial both to the Library and to their own professional development.

Requests for approval to attend meetings should be submitted to the Director, giving ample advance notice. Given the very large number of scheduled meetings, it may not always be possible to approve every request, nor will our budget necessarily be able to provide financial assistance for every request approved. If approval is given to attend a meeting, release time will always be granted. The Director will seek the advice of the Professional Travel Committee in deciding which requests should be approved and how much financial support should be granted. As an aid to budgeting the limited funds available, a questionnaire will be distributed in the spring or summer months in order to ascertain as far as possible the number and nature of requests anticipated in the coming fiscal year. Some funds will be reserved, however, to cover meetings for which we do not have much advance notice.

In making decisions, the following guidelines will be applied:

1. First priority in the use of travel funds is necessarily given to enable the Director and/or his designate to represent the Library at those meetings where official representation is necessary or desirable (e.g. ALA, ARL, ASERL, SOLINET, ACURIL, SALALM, FLA, SELA, SLA, etc.) Funds will be reserved to provide for the anticipated expnditure on such events.

2. All funds available after providing for the first priority group will be used to support the attendance of Library faculty

at workshops, seminars, professional meetings, etc.

3. In allocating funds, consideration will be given to the past history of support given to each faculty member. If funds are insufficient to support all requests, some priority will be given to assisting those faculty members who have not previously received support.

4. Workshops and seminars will generally be given higher priority than attendance at professional meetings.

5. In granting support for attendance at professional meetings, priority will be given to those whose attendance is made necessary because they hold office, have committee assignments, or are active participants in a scheduled program.

6. It is expected that those requesting support for attendance at meetings of a professional association shall normally be members of the association.

7. When a faculty member attends a meeting as the Director's designate or is requested by the Director to attend a workshop or seminar, air, bus or train fare, or mileage, equivalent to air fare, lodging and registration fees will be fully reimbursed. Other expenses (food, taxi fares, etc.) will be reimbursed to the extent possible and in accordance with the University's per diem limitations.

8. It is expected that faculty members whose requests to attend meetings are approved will share the benefits of their attendance with their colleagues, either by a written or a verbal report, whichever seems most appropriate.

Support for individual faculty requests will be provided to the extent possible in accordance with the guidelines outlined above. Depending on the funds available and the priority assigned, it should be realized that partial rather than full reimbursement will be the general rule.